



## Priory Catholic Primary School

ST Catherine's Road

ST Marychurch

Torquay

TQ1 4NZ

# Staff code of conduct

**Approved by:** IAB

**Date:** 25<sup>th</sup> September 2018

**Last reviewed on:** 3<sup>rd</sup> September 2018

**Next review due by:** September 2019

## Contents

1. Aims, scope and principles.....	3
2. Legislation and guidance .....	4
3. General obligations .....	4
4. Safeguarding .....	4
5. Staff/pupil relationships .....	4
6. Communication and social media .....	5
7. Acceptable use of technology .....	5
8. Confidentiality .....	5
9. Honesty and integrity .....	5
10. Dress code.....	6
11. Conduct outside of work.....	6
12. Monitoring arrangements .....	6
13. Links with other policies .....	6

.....

## We honour God through our actions

We are a family and are proud of all we achieve.

As a Catholic school, the Gospel values permeate and can be clearly seen in all that we do with the children in our care at the heart of all our endeavours. The school as a Catholic community embraces the key components of what it means to live a Christian life: Welcome, Worship, Word, Welfare and Witness, using these as a way of being a community and living the mission of the Church. Families of all faiths are welcome in our school and we find many send their children to us because they see the value in the Catholic ethos we provide. We recognise the benefits of collaborative and community work and seek to develop a more Christ centred society through our links with CAST and the local parish community.

As a Rights Respecting School we provide an environment for children to grow as healthy as possible, can learn at school, receive protection, have their views listened to, and are treated fairly.

There is a clear sense of belonging for children, their families, staff, governors and other members of the community. All members of the school community are confident, relaxed, happy and engaged in their own and other's development recognising individual's talents, gifts and achievements. Staff ensure pupils are stretched by outstanding practice and pupils grow academically, spiritually and socially.

### We aim:

To provide the best and most memorable experiences for the children we serve;

To help them to achieve high and to aspire to ever greater heights;

To give them the skills to build on and expand their knowledge and understanding of a rapidly changing world;

To prepare them for life in modern Britain and the global society beyond;

To inspire in our children a lifelong love of learning;

To foster in them the imagination, independence, confidence and resilience to deal with life in a positive and productive way;

To maintain high standards of behaviour and high expectations where everyone feels respected.

To help them grow and learn together in the knowledge that they are loved by God.

### We aim:

To ensure our academic and spiritual learning environments are of the highest quality

To foster a 'learning community' for all

To provide a place where all feel safe and valued

To create a space where God's vision is realised to benefit all

To honour God through our actions

Aims, scope and principles

This policy aims to set and maintain standards of conduct that we expect all staff to follow.

By creating this policy, we aim to ensure our school is an environment where everyone is safe, happy and treated with respect.

Many of the principles in this code of conduct are based on the [Teachers' Standards](#).

School staff have an influential position in the school and will act as role models for pupils by consistently demonstrating high standards of behaviour.

We expect that all teachers will act in accordance with the personal and professional behaviours set out in the Teachers' Standards.

We expect all support staff, governors and volunteers to also act with personal and professional integrity, respecting the safety and wellbeing of others.

Failure to follow the code of conduct may result in disciplinary action being taken, as set out in our staff disciplinary procedures.

Please note that this code of conduct is not exhaustive. If situations arise that are not covered by this code, staff will use their professional judgement and act in the best interests of the school and its pupils.

## 2. Legislation and guidance

In line with the statutory safeguarding guidance '[Keeping Children Safe in Education](#)', we should have a staff code of conduct, which should cover acceptable use of technologies, staff/pupil relationships and communications, including the use of social media.

This policy also complies with our funding agreement and articles of association.

## 3. General obligations

Staff set an example to pupils. They will:

- Maintain high standards in their attendance and punctuality
- Never use inappropriate or offensive language in school
- Treat pupils and others with dignity and respect
- Show tolerance and respect for the rights of others
- Not undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- Express personal beliefs in a way that will not overly influence pupils, and will not exploit pupils' vulnerability or might lead them to break the law
- Understand the statutory frameworks they must act within
- Adhere to the Teachers' Standards

## 4. Safeguarding

Staff have a duty to safeguard pupils from harm, and to report any concerns they have. This includes physical, emotional and sexual abuse, or neglect.

Staff will familiarise themselves with the CAST safeguarding policy and procedures and the Prevent initiative, and ensure they are aware of the processes to follow if they have concerns about a child.

Our safeguarding policy and procedures are available in the staff room and from the school office. New staff will also be given copies on arrival.

## 5. Staff/pupil relationships

Staff will observe proper boundaries with pupils that are appropriate to their professional position. They will act in a fair and transparent way that would not lead anyone to reasonably assume they are not doing so.

If staff members and pupils must spend time on a one-to-one basis, staff will ensure that:

- This takes place in a public place that others can access
- Others can see in to the room
- A colleague or line manager knows this is taking place

Staff should avoid contact with pupils outside of school hours if possible.

Personal contact details should not be exchanged between staff and pupils. This includes social media profiles.

While we are aware many pupils and their parents may wish to give gifts to staff, for example, at the end of the school year, gifts from staff to pupils are not acceptable.

If a staff member is concerned at any point that an interaction between themselves and a pupil may be misinterpreted, this should be reported to their line manager or the headteacher.

## 6. Communication and social media

School staff's social media profiles should not be available to pupils. If they have a personal profile on social media sites, they should not use their full name, as pupils may be able to find them. Staff should consider using a first and middle name instead and set public profiles to private.

Staff should not attempt to contact pupils or their parents via social media, or any other means outside school, in order to develop any sort of relationship. They will not make any efforts to find pupils' or parents' social media profiles.

Staff will ensure that they do not post any images online that identify children who are pupils at the school without their consent.

Staff should be aware of the school's e-safety policy and the CAST Social Media Policies available in the staffroom and in the office.

## 7. Acceptable use of technology

Staff will not use technology in school to view material that is illegal, inappropriate or likely to be deemed offensive. This includes, but is not limited to, sending obscene emails, gambling and viewing pornography or other inappropriate content.

Staff will not use personal mobile phones and laptops, or school equipment for personal use, in school hours or in front of pupils. They will also not use personal mobile phones or cameras to take pictures of pupils. Areas where the use of mobile phones is permitted are clearly signposted and are limited to the office and the staffroom. Mobile phones should be kept in staff lockers.

We have the right to monitor emails and internet use on the school IT system.

## 8. Confidentiality

In the course of their role, members of staff are often privy to sensitive and confidential information about the school, staff, pupils and their parents.

This information will never be:

- Disclosed to anyone without the relevant authority
- Used to humiliate, embarrass or blackmail others
- Used for a purpose other than what it was collected and intended for

This does not overrule staff's duty to report child protection concerns to the appropriate channel where staff believe a child is at risk of harm.

Support staff should signpost parents to the Class Teacher or SLT as appropriate to the situation.

Confidentiality

The school has a Confidentiality Policy which provides guidance and information on confidentiality procedures within the school for staff, pupils, parents, governors and visitors.

## 9. Honesty and integrity

Staff should maintain high standards of honesty and integrity in their role. This includes when dealing with pupils, handling money, claiming expenses and using school property and facilities.

Staff will not accept bribes. Gifts that are worth more than £10 must be declared and recorded on the gifts and hospitality register. *see CAST Financial Policy and Regulatory Framework*

Staff will ensure that all information given to the school about their qualifications and professional experience is correct.

## **10. Dress code**

Staff will dress in a professional, appropriate manner, modeling high expectations in terms of appearance at all times.

Outfits will not be overly revealing, and we ask that tattoos are covered up.

Clothes will not display any offensive or political slogans.

Jeans of any colour or type/shorts are not allowed and suitable footwear is required in the interests of health and safety. Teachers are encouraged to dress appropriately for PE but sportswear/casual attire are not acceptable on a daily basis.

## **11. Conduct outside of work**

Staff will not act in a way that would bring the school, or the teaching profession into disrepute. This covers relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about the school on social media.

## **12. Monitoring arrangements**

This policy will be recirculated every year, but can be revised as needed. It will be ratified by the full governing board.

## **13. Links with other policies**

This policy links with our policies on:

- Staff disciplinary procedures, which will be used if staff breach this code of conduct. It also sets out examples of what we will deem as misconduct and gross misconduct
- Staff grievance procedures
- Safeguarding
- E-safety
- Social Media
- Confidentiality
- Financial Policy and Regulatory Framework