



St. John's Catholic Primary School

Code of Conduct

Approved by St John's Governing Body
September 2022

Signed:

Next Review Date: September 2023

Contents

Introduction	3
Purpose of the Code	3
Compliance with the Code	4
Current legislation & Statutory Guidance	5
Aims	6
Duty of Care	6
Underpinning Principles	7
Relationships with Pupils	8
Emotional wellbeing of Pupils	9
Childcare Disqualification Requirements	9
Dress	10
Equipment	10
IT Equipment	10
Mobile Phones	10
Other Equipment	10
Time Keeping and Attendance	10
Honesty and Integrity	10
Conflict of Interest	11
Conduct Outside Work	11
Domestic Abuse	12
Confidentiality	12
Confidentiality and Disclosure of Information	12
Smoking/Alcohol/Drugs	13
Use of Cars	13
Relationship with Other Staff	13
Family/Carers Contacts	13
Social Networking and the Internet	14
Security	14
Conduct outside work	14
Confidentiality	15
Disciplinary	16
Appendix 1	16
Appendix 2	17
Appendix 3	18
Appendix 4	19

Introduction

St John's Catholic Primary School is a place where every individual should be treated with respect and dignity. The code of conduct exists so that the school is a safe, orderly, and happy environment where pupils can learn to the best of their ability. Belonging to a Catholic School means we care for the well-being of others and co-operate with them. The care and concern that we show ourselves and others in school should extend to our families, parishes, and communities. We encourage good behaviour through a system of rewards.

This Code of Conduct is the school's Staff Behaviour Policy (Code of Conduct) as required by statutory guidance Keeping Children Safe in Education (DfE 2022). It is a core component of the school's strategy to fulfil its statutory responsibilities to safeguard and promote the welfare of all pupils. The Code of Conduct is referred to throughout the document as 'the Code'. All employees and volunteers have personal and legal responsibilities that are wider than their safeguarding responsibilities, including treating others with dignity and respect; acting honestly; using public funds and school equipment appropriately; adhering to health and safety guidelines; and practising equal opportunities at all times. These expectations are also set out in the Code and should be fully observed by all staff and volunteers, including the Headteacher, Senior Management team and any volunteers permitted to work in the school/setting.

Employees and volunteers should ensure they are familiar with other specific policies that underpin these expectations and are named throughout the Code.

Purpose of the Code of Conduct

This Code is based on an update by the Safer Recruitment Consortium of a document previously published for schools by DfES. It was initially issued as those working with children had expressed concern about their vulnerability and requested clearer advice about what constitutes illegal behaviour and what might be considered as misconduct. Education staff asked for practical guidance about which behaviours constitute safe practice and which behaviours should be avoided.

The Code seeks to ensure that the responsibilities of school and educational settings leaders towards children and staff are discharged by:

- raising awareness of illegal, unsafe, unprofessional and unwise behaviour.
- clarifying which behaviours constitute safe practice and which behaviours should be avoided.
- assisting staff to monitor their own standards and practice and reduce the risk of allegations being made against them;
- reducing the incidence of positions of trust being abused or misused.
- supporting safer recruitment practice.

It is also recognised that not all people who work with children work as paid or contracted employees. It is important that all adults working with children understand that the nature of their work and the responsibilities related to that workplace them in a position of trust. The principles and guidance outlined in the Code apply and should be followed by any person whose work brings them into contact with children. The Code is intended to provide a clear message that unacceptable behaviour will not be tolerated and that, where appropriate, legal or disciplinary action is likely to follow. The school/setting may refer to the Code in any disciplinary proceedings.

Whilst every attempt has been made to cover a wide range of situations, it is recognised that any guidance cannot cover all eventualities. There may be times when professional judgements are made in situations not covered by this Code, or which directly contravene the Code. It is expected that in these circumstances staff will always advise their senior colleagues of the justification for any such action already taken or proposed.

All adults who work with children have a responsibility to be aware of systems within their school/setting which support safeguarding, and these should be explained to them as part of staff induction and in regular staff training sessions. This includes this Code and the school's safeguarding policy.

It is recognised that the vast majority of adults who work with children act professionally and aim to provide a safe and supportive environment which secures the well-being and very best outcomes for children in their care. However, it is also recognised that achieving those aims is not always straightforward, as much relies on child and staff interactions where tensions and misunderstandings can occur. This Code aims to reduce the risk of those misunderstandings.

It must be recognised that some allegations will be genuine as there are people who seek out, create or exploit opportunities to harm children. However, allegations may also be false or misplaced and may arise from differing perceptions of the same event. When they occur, they are inevitably distressing and difficult for all concerned. It is therefore essential that all possible steps are taken to safeguard children and ensure that the adults working with them do so safely.

The Local Authority Designated Officer (LADO) will be informed within one working day of all allegations that a member of staff or volunteer has:

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child;
- behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children.

Compliance with the Code of Conduct

The Code forms part of an employee's contract of employment. Failure to comply with it and with the associated school policies as highlighted in 'Required Reading' may result in disciplinary action being taken where breaches of the Code warrant such action.

The Code should be provided for all staff and volunteers (either electronically or by providing a paper copy) to read before they commence work at the school or setting. Before having any contact with pupils, all staff and volunteers should be given an opportunity to discuss the Code with a member of the school leadership team and ask any questions in order to clarify understanding. They should then be asked to sign a pro form to confirm that they have read, understood and agree to comply with the Code.

All employees are expected to treat pupils, other colleagues, parents and external contacts with dignity and respect and to comply with all relevant school policies. Unacceptable behaviour such as discrimination, bullying, harassment or intimidation will not be tolerated in the school. This includes physical and verbal abuse and use of inappropriate language or unprofessional behaviour with colleagues, pupils and parents.

Background

All adults who come into contact with children in their work whether paid or unpaid have a duty of care to safeguard and promote their welfare.

The Education Act 2002 (section 175), the Education (Independent School Standards) Regulations 2014 and the Education (Non-Maintained Special Schools) (England) Regulations 2015 place duties upon all schools and colleges to carry out their duties with regard to safeguarding and promoting the welfare of children.

The Children Act 2004 places a duty on organisations to safeguard and promote the well-being of children and young people. This includes the need to ensure that all adults who work with or on behalf of children and young people in these organisations are competent, confident and safe to do so.

Working Together to Safeguard Children (DfE 2022) and Keeping Children Safe in Education (DfE 2022) define safeguarding as 'protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes'.

The Code has due regard to current legislation and statutory guidance.

The duty which rests upon an individual to ensure that all reasonable steps are taken to ensure the safety of a child or young person involved in any activity, or interaction for which that individual is responsible. Any person in charge of or working with children and young people in any capacity is considered, both legally and morally, to owe them a duty of care.

Working Together to Safeguard Children - A guide to interagency working to safeguard and promote the welfare of children - DfE 2022 Keeping Children Safe in Education - statutory guidance for schools and colleges – DfE 2022

What to do if you are worried a child is being abused Staff and volunteers must be familiar with the school's safeguarding & whistle blowing policies.

If a member of staff or a volunteer has a concern about a child, they should raise that concern with the school's Designated Safeguarding Lead. However, concerns about the conduct of or abuse which may involve staff members must be referred to the Headteacher. Concerns about the conduct of the Headteacher should be referred to the Chair of Governors, Board of Trustees or Academy MAC. Such referrals can also be made directly to the LADO. If there is a risk of immediate serious harm to a child a referral should be made to the Multi-Agency Safeguarding Hub (MASH) or – in extreme circumstances – to the Police directly. Anybody can make a referral. If the child's situation does not appear to be improving the staff member/volunteer with concerns should press for re-consideration.

Aims

- To enable all staff to know and understand what is deemed acceptable.
- To help staff to work with pupils, families/carers, and other staff to create an environment free from physical, verbal or non-verbal abuse.
- To ensure that all pupils and staff have the opportunity to achieve their potential.
- To ensure that every pupil and member of staff is helped to develop a sense of personal and cultural identity that is confident and open to change, and that is receptive and respectful towards other identities.

The school adheres to the following principles.

All staff:

- a) To put the wellbeing, development and progress of pupils first.
- b) To take responsibility for maintaining the quality of their practice.
- c) To help all pupils to become confident and successful learners.
- d) To demonstrate respect for diversity and promote equality.
- e) To strive to establish productive partnerships with families/carers and the wider community
- f) To work as a whole school team
- g) To cooperate with other professional colleagues
- h) To demonstrate honesty, integrity and uphold public trust and confidence in the school.

Duty of Care

All adults who work with and on behalf of children are accountable for the way in which they exercise authority; risk; use resources; and safeguard children and young people. Whether working in a paid or voluntary capacity, those adults have a responsibility to keep children and young people safe and to protect them.

Children and young people have a right to be safe and to be treated with respect and dignity. It follows that trusted adults are expected to take reasonable steps to ensure the safety and well-being of children and young people. Failure to do so may be regarded as

professional misconduct. The safeguarding culture of a school or setting is, in part, exercised through the development of respectful, caring and professional relationships between adults and children and young people. It is also exercised through the behaviour of adults, which at all times should demonstrate integrity, maturity and good judgement.

The public, local authorities, employers and parents/carers will have expectations about the nature of professional involvement in the lives of children. When individuals accept a role working in an education or early years setting, they should understand and acknowledge the responsibilities and trust involved in that role.

Employers also have a duty of care towards their employees, both paid and unpaid, under Health and Safety legislation which requires them to provide a safe working environment for staff.

Legislation also imposes a duty on employees to take care of themselves and anyone else who may be affected by their actions or failings. Health and Safety duties and the adults' responsibilities towards children should not conflict. Safe practice can be demonstrated through the use and implementation of this guidance.

Underpinning Principles

- The welfare of the child is paramount.
- Staff and volunteers should understand their responsibilities to safeguard and promote the welfare of pupils.
- Staff and volunteers are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- Staff and volunteers should work, and be seen to work, in an open and transparent way.
- Staff and volunteers should acknowledge that deliberately invented/malicious allegations are extremely rare and that all concerns should be reported and recorded.
- Staff and volunteers should discuss and/or take advice promptly from their line manager if they have acted in a way which may give rise to concern.
- Staff and volunteers should apply the same professional standards regardless of culture, disability, gender, language, racial origin, religious belief and sexual orientation.
- Staff and volunteers should not consume or be under the influence of alcohol or any substance, including prescribed medication, which may affect their ability to care for children.
- Staff and volunteers should be aware that breaches of the law and other professional guidelines could result in disciplinary action being taken against them, criminal action and/or other proceedings including barring by the Disclosure & Barring Service (DBS) from working in regulated activity, or, for acts of serious misconduct by teachers, prohibition from teaching by the Teaching Regulation Agency (TRA).
- Staff and managers should continually monitor and review practice to ensure this guidance is followed.

- Staff and volunteers should be aware of and understand the school/setting's child protection and safeguarding policy, arrangements for managing allegations against staff, staff behaviour policy, whistleblowing procedure and the local inter-agency safeguarding procedures established by the Warwickshire Safeguarding Board. All staff employed by St John's Catholic Primary School are essentially role models for our pupils. The aims of this Code are set out below:

Relationships with Pupils

Staff have a duty to safeguard pupils from:

- Anti-Extremism and Radicalisation in accordance with the Prevent Duty July 2015
- Child Sexual Exploitation (CSE)
- Domestic Abuse (DA)
- Forced Marriage and Honour Based Violence (FM and HBV)
- Female Genital Mutilation (FGM)
- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect

This duty to safeguard pupils includes the duty to report concerns about pupils to the designated child protection officer/Safeguarding Manager.

The school's Designated Safeguarding leader is Louise Kenny

The school's Deputy Designated Safeguarding Leaders are Bethany Page and Clare Trivett.

All staff are to familiarise themselves with the location of the Safeguarding Team and their duty to report concerns to this team immediately.

All staff are required to read Part 1 of **Keeping Children Safe in Education 2022** and are required to sign to confirm this. Staff are provided with personal copies of the school's **Safeguarding Policy and Whistleblowing policy** and staff must be familiar with these documents. Copies of these are available on the school website:

www.st-johns-banbury.oxon.sch.uk

Staff must not demean or undermine pupils, their parents or carers, or colleagues in person or in conversation with others. Staff must take the utmost care of pupils/students under their supervision with the aim of ensuring their safety and welfare.

Staff should follow the school's Health and Safety policy and procedures at all times as this reduces the risk of harm to all members of the school community. Staff should make efforts to avoid being on their own with a pupil or pupils in or out of school. If staff have no option other than to work unsupervised with pupils, they should ideally work with the door open.

Emotional wellbeing of Pupils

Staff 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/students. Staff must follow reasonable instructions that support the development of pupils. Staff must refrain from expressing personal, political, and extreme religious views that could influence children or contradict the teachings of the Catholic church. Staff should make every effort to ensure children receive a balanced view on all matters discussed in school. Staff have a duty to report to the DSO anyone who does express such views.

All staff have a responsibility to develop the emotional wellbeing of pupils as well as nurturing their academic potential – in particular, this relates to:

- Treating all pupils with respect at all times. The use, by staff, of derogatory, demeaning, or abusive statements or subjecting a pupil to ridicule or put downs is not acceptable within the school.
- Staff are expected to set an example to pupils and therefore the use of appropriate language is important at all times. This does not include swearing or the use of vulgarities at any time.
- Staff are expected to work with all pupils irrespective of their demeanour or ability. It is important that every opportunity is treated as a new beginning and staff should always try to emphasise the positive.

Childcare Disqualification Requirements

All staff providing care in an early years setting (Nursery or Primary) or those with management responsibility are required to comply with the Childcare Disqualification Requirements, staff must inform the Head Teacher if they or anyone living or working in their household has:

- Been cautioned or convicted of any offences against a child?
- Been cautioned or convicted of any violent or sexual offences against an adult?
- Been barred from working with children by the Disclosure and Barring Service?
- Have children that have been taken into care?
- Have children that have been the subject of a child protection order?
- Had a court order made in respect of a child in their care?
- Been refused registration or had registration cancelled in relation to childcare or a children's home or have they been disqualified from private fostering?

Dress

A professional, smart and non-extreme code of dress is expected from all staff. All pupils are expected to dress to a high standard at all times and the same is expected of staff.

Work wear for staff should be that which would be acceptable within a professional office environment.

Jeans and t-shirts are not acceptable as work wear.

Footwear should be appropriate to a busy environment – trainers are acceptable for everyday wear.

Where uniform or protective clothing is provided this must be worn.

Body piercing is discouraged, apart from small earrings, and staff are expected to conform to this convention while at any premises belonging to the MAC or on MAC business.

Equipment

IT Equipment

Staff are responsible for the use of school IT equipment while in their possession and should therefore be vigilant about who has access to their password and personal machine. Pupils are not allowed to use staff log on details or IT equipment if a member of staff is logged on. In the event that IT equipment (or any other equipment) is stolen, it must be reported immediately to the Head Teacher.

Mobile Phones

The use of mobile phones by staff is allowed only in the following designated staff areas: the staff PPA room & offices. Staff should not use their mobile phones during lessons and should not make or receive calls at any time that they are supervising pupils, unless in an emergency situation as sanctioned by the Head Teacher. Staff must not use their mobile phone/iPad or any other personal technology as a camera in school. Any photograph/video must be taken using school equipment unless previously sanctioned by the headteacher. Staff must only save images on school computers.

Other Equipment

Any items belonging to the school must remain available to be used by staff and pupils as necessary. Staff will be responsible for the safe keeping of equipment loaned to them by the school.

Staff must not use school premises or facilities for activities not connected with their employment without the prior agreement of the Head Teacher. This includes the personal use of email, telephones, and IT equipment. Staff are discouraged from keeping personal data on work devices and should be aware that data held on work devices may be viewed by the school.

Time Keeping and Attendance

With respect to attendance please see the Management of Sickness Absence Policy.

Punctuality is the key to running a successful school and pupils and staff are expected to arrive on time. Staff should be ready to receive pupils at the scheduled start time of the day and dismiss them at the appropriate time at the day.

Honesty and Integrity

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. 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. If you believe that a person has failed to comply with the Bribery Act, you should refer to the Whistleblowing policy for school. (Further information is available in our Gifts policy available from the Pope Francis MAC.

Gifts from suppliers or associates of the school must be declared to the Headteacher, or to the Chair of Governors if the Headteacher is the recipient, with the exception of "one off" token gifts from pupils or parents. Personal gifts from individual members of staff to students are inappropriate and could be misinterpreted.

Staff should report to the Headteacher any actions, in or outside school, whether deliberate or accidental where they could be misconstrued, where they are in breach of school policies or where they could bring the reputation of the individual or school into disrepute.

Conflict of Interest

Staff should declare any personal interest that could bring about conflict with the school or its academies interests. Staff must declare to the Board any financial interests or non-financial interests which could or could be perceived to conflict with their role within the school.

Staff are required not to take outside employment which conflicts with school interests. Any staff intending to work for outside organisations should seek permission from the Head Teacher. In the case of the Head Teacher, permission should be sought from the Chair of the Board.

Conduct Outside Work

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

Staff should be careful to ensure that nothing they say or do brings school's name into disrepute. Gossip in our communities can damage a reputation that has taken a considerable amount of time to establish.

Criminal offences that involve violence, possession or misuse of drugs or sexual misconduct are likely to be regarded as unacceptable and constitute gross misconduct.

Domestic Abuse

Staff who perpetrate domestic violence and abuse should be aware that such behaviour goes against this policy. Some forms of domestic violence and abuse are a crime.

Staff charged or convicted in court because of domestic violence and abuse should declare this formally to the Head Teacher. Where the MAC believes the charges/ conviction to have implications in terms of the employee's work role.

Confidentiality

Where staff have access to confidential information about pupils or their families or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the pupil.

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 member of staff), this needs to be reported and dealt with in accordance with the appropriate procedures. Such matters must not be discussed outside the Academy.

Staff have an obligation to share with the MAC's Safeguarding Manager/Child Protection Officer any information which gives rise to concern about the safety and welfare of a pupil (See safeguarding policy). Staff must be careful never to promise to a pupil that they will not act on information. All concerns must be recorded on the dedicated system and a written statement given to the Safeguarding Manager.

Confidentiality and Disclosure of Information

Staff must ensure that they do not disclose confidential information to anyone who does not have the right to receive it. Where information is disclosed this should be in line with the principles of the Data Protection Act 1998. Equally staff should not prevent another person from gaining access to information to which that person is entitled by law. If there is doubt about whether or not to share information, advice must be sought from an appropriate senior member of staff i.e. the Head Teacher and Board of Directors from the Pope Francis MAC.

Information obtained during the course of an individual's work should never be used for personal gain or benefit, nor should it be passed onto others who might use it in such a way.

All press contact is to be undertaken by the Pope Francis MAC only.

Smoking/Alcohol /Drugs

Alcohol may not be consumed during the working hours.

No facilities will be provided for smokers either inside or outside the premises. The school does not condone employees taking time off work to smoke.

Staff are not permitted to smoke on the school premises or grounds or take drugs (or be in possession of illegal substances).

Staff must be conscious of the school's Safeguarding/SRE/drug policy when discussing such issues, particularly the use of illegal substances, with pupils.

It is expected that staff will attend for work in a fit state to carry out their duties – staff found under the influence of drugs or alcohol will be deemed to be unfit and disciplinary action may follow.

Use of Cars

Staff must have another adult in the car should they need to transport pupils in an emergency. Only staff with business insurance may do this, following permission of the headteacher and contact with the pupil's parents.

All staff, attending courses or meetings on behalf of the school or as part of their professional development must ensure that they have the appropriate insurance in place.

Relationships with Other Staff

All staff are entitled to feel safe and secure at work and be free from intimidation or bullying behaviour. Staff are therefore expected to show professional courtesy and respect at all times to others working within MAC.

Should a member of staff feel that the above guideline has not been followed they should raise the matter with their line manager or in the case where this involves the line manager, with the Head Teacher.

Family/Carer Contacts

The school has an expectation that staff will act swiftly and professionally at all times. This is particularly important where families/carers have contacted the school with a concern or complaint relating to the education of their child. School I will make a return call on the same day as the original contact was made, even if in the first instance this is just a holding call. At the very least, the call must be within 2 school days.

Where an error has been made, we should look to apologise and correct the mistake as soon as possible. Investigations should be carried out promptly and effectively with

families/carers informed of the outcome as soon as is practical. Where an ongoing investigation may take some time, due to a pupil or member of staff being absent for example, families/carers should be informed and given a date by which the investigation will be completed.

Social Networking and the Internet

Social networking sites **are prohibited** on site (other than authorised accounts). Staff must not add current pupils or families to their personal social networking sites and the school strongly recommends that staff do not add former pupils or their families. Social networking sites **must not** be used as a form of communication with families/carers regarding their child or any aspects of schoolwork.

Staff are personally responsible for what they communicate on social media and must bear in mind that what is published might be read by the school, pupils and families, the general public, future employers and friends and family for a long time. Staff must ensure that their on-line profiles are consistent with the professional image expected by the MAC and should not post material which damages the reputation of the school or which causes concern about their suitability to work with children and young people.

Those who post material which may be considered as inappropriate could render themselves vulnerable to criticism or allegations of misconduct which may be dealt with under the Disciplinary Procedure. Even where it is made clear that the writer's views on such topics do not represent those of the school, such comments are inappropriate.

Accessing inappropriate material is prohibited. The internet should be used only for school and/or educational purposes and not for social gratification.

Security

All staff must wear their school identification at all times. Any unidentified person should be asked for their identification and a member of the Senior Leadership Team alerted if none is given.

As much as we encourage staff to give all visitors a warm welcome staff should not admit visitors to the site other than through main reception where they will be logged and provided with a visitor badge.

Conduct outside work

Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the school or the employee's own reputation or the reputation of other members of the school community. Any such conduct could lead to dismissal. In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable and could lead to dismissal. Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Staff must not use social media with pupils or former pupils.

Staff must not use social media to share information about school or any individuals within

the school, even anonymously, regardless of whether information they share, or views expressed are positive or not. **Staff should use the Whistleblowing policy** to report where other staff or individuals breach this expectation. Staff must not engage in inappropriate use of social network sites and should also advise friends/relatives/other contacts not to upload or refer to information which could which may bring themselves, the school, school community or employer into disrepute or which contradicts the Catholic ethos of the school.

Staff should make every effort to use maximum privacy settings to ensure their profile is protected on social media sites. Staff must only use their school email account or school learning platform account when communicating electronically with pupils, parents, and colleagues.

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 regulations or affect an individual's work performance.

All members of staff must declare on a pecuniary interest form (available from school office) 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.

Confidentiality

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

However, staff have an obligation to share with their manager or the school's Designated Safeguarding Officer any information which gives rise to concern about the safety or welfare of a pupil. Staff must never promise a pupil/student that they will not act on information that they are told by the pupil.

Disciplinary Action

All staff need to recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action, including dismissal.

Appendix 1 – aide memoire for all staff

When we speak to others, staff, child, parent or anyone else on school premises or in connection with school business 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, to explain something to or instruct the children, so that they can follow our words without feeling threatened or uncomfortable.
- avoid using sarcastic words or phrases as these demean children and prevent them from developing high self-esteem.
- speak respectfully to other adults at all times, even if we disagree with them.

As professionals we will:

- avoid workplace gossip and negativity as it breeds resentment and becomes a road block to effective communication and collaboration.
- We all have a duty to take active steps to divert conversations away from this if we come across it.
- maintain confidentiality about anything that we see or hear in the school, so that parents and children can trust us, and as a way of showing respect to our fellow professionals.
- work as part of a team, contributing as well as learning from others and helping to build up a strong workforce so that we can provide the best possible learning opportunities for the children.
- work within the school's policies and practices, so that what we do is consistent with what has been agreed between all members of the staff and the governors.
- treat everyone with respect.
- dress appropriately, so that we set a good example for the children, to command professional respect from pupils and parents and to show that we are here to work
i.e. smart, comfortable and practical with no jeans or denim, no inappropriately tight clothing, no inappropriate exposed flesh e.g. cleavage, midriff, below waistline, no jewellery that poses a risk to the member of staff or other pupils.
- ensure we wear appropriate sports clothing and sports footwear for PE activities.
- ensure we wear any protective clothing allocated for our work
- ensure we use equipment and procedures allocated for reasons of health and safety
- ensure we treat any family members or close friends, whether staff or pupils, in a way that is professional, does not undermine any other member of staff or school policies and so that school policies and procedures are not questioned or brought into disrepute
- behave in a positive way despite any personal problems that we may have, especially in front of the children.
- inform in confidence a senior member of any personal or health issues that may affect their performance in order for their wellbeing to be considered and supported alongside that of the pupils.

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 ~~law~~ 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.

Appendix 3- Staff Declaration

CODE OF CONDUCT FOR EMPLOYEES – DECLARATION

This form should be completed and signed by all employees and those accepting new or existing contracts of employment.

I declare that I have read St John’s Catholic Primary School Code of Conduct and the documents referred to in the Code.

.....NAME:

..... SIGNATURE:

.....DATE:

Appendix 4- Staff Declaration

REGISTER OF BUSINESS INTERESTS FORM

Governors and staff declaration form

I wish to declare the following information in accordance with the Governing Body's requirements that a Register of Business Interests should be maintained.

Name
Post:
Signature:
Date:
You should provide full details of your declaration below, including a nil return:
Declaration of relationship or contracting arrangements:
Relationships or links with businesses:
Contracts or proposed contracts (or any activity which would cause potential conflict) in which you are involved / interested:
State whether the interest is direct or indirect, and the nature of the interest:

: