



STAFF CODE OF CONDUCT

ST MARY'S LEWISHAM CE PRIMARY SCHOOL

Our Vision

To be a learning community that promotes the unique gifts, wellbeing and potential of every person. Our work is founded on the life and teaching of Jesus Christ, building on His message of equality, peace and justice, guided by His words 'As I have loved you, so you must love one another' (John 13:34).

Approved by: Resources Committee

Date: 18/10/2024

LOVE PEACE RESPECT FORGIVENESS RESPONSIBILITY FAITH

Reviewed by C Graham, Sept 2024

MISSION STATEMENT

St Mary's school serves our community by providing the highest quality of education and experiences so everyone can achieve their full potential. Faith is at the heart of our life together which celebrates our diversity. Christian values unite and guide our relationships based on respect, responsibility and forgiveness.

INTRODUCTION

The school is required to set out a Code of Conduct for all employees under regulation 7 of The School Staffing (England) Regulations 2009.

The Code of Conduct outlines the expected conduct of staff at all times. All communication and interaction between members of staff, children, parents, carers and visitors must reflect our Code of Conduct.

All staff members are expected to be conscientious and loyal to the aims and objectives of St Mary's CE Primary School. In addition, the staff are required to develop and maintain the professional character of the school. Staff should be aware that a failure to comply with the following Code of Conduct could result in disciplinary action including dismissal 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.

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.

SETTING AN EXAMPLE

- All members of staff who work in schools set examples of behaviour and conduct, which can be copied by pupils. Staff must therefore avoid using inappropriate or offensive language at all times.
- Staff will maintain high standards in their attendance and punctuality
- 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
- All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.

SAFEGUARDING PUPILS

Members of staff have a duty to safeguard pupils from:

- physical abuse
 - sexual abuse
 - emotional abuse
 - neglect
- The duty to safeguard pupils includes the duty to report concerns about a pupil to the school's Designated Safeguarding Lead (DSL).
 - The school's DSL is Christine Bernard. In her absence, concerns should be given to Matt Wright (Deputy DSL) then Caroline Maseko (3rd).
 - All members of staff are provided with copies of the school's Safeguarding and Child Protection Policy and with 'Keeping Children Safe in Education part 1' though "My Concern" and must be familiar with their contents. A copy is also kept on the shared (T) drive.
 - Staff must remember at all times that they are in a position of trust and authority and it is an offence to exploit that.
 - Staff must not demean or undermine pupils, their parents or carers, or colleagues.
 - Staff must take the upmost care of pupils under their supervision with the aim of ensuring their safety and welfare.
 - Staff should adopt the school's 'safe touch' where appropriate, to the individual requirements of the child i.e. child in distress.
 - Staff should seek permission from the Headteacher, who will ensure that a plan, agreement with all parties and a risk assessment has been carried out before this is undertaken.
 - 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 and laptops.
 - Staff members should only use their mobile phones during their break times in staff only areas and not in the presence of pupils.
 - Staff should report any indications (verbal, written or physical) that suggest a pupil may be infatuated with a member of staff and they should always maintain professional boundaries.
 - Staff should only work one to one with a child where absolutely necessary and with the knowledge and consent of senior leaders /parents/carers and should be fully aware of risk assessments, policies and procedures.

PUPIL DEVELOPMENT

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

HONESTY AND INTEGRITY

LOVE

PEACE

RESPECT

FORGIVENESS

RESPONSIBILITY

FAITH

- 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 this to a member of the senior leadership team immediately.
- 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 students or parents. Personal gifts from individual members of staff to students are inappropriate and could be misinterpreted.
- Gifts from staff to pupils are not acceptable

CONDUCT OUTSIDE OF 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.
- The school will undertake an Enhanced DBS check on every employee every three years. Between checks, it is the duty of all members of staff to inform the Local Authority of any unspent cautions or convictions which would show up on a DBS check. <https://www.gov.uk/government/publications/disclosing-your-criminal-record-guidance-for-those-with-offences/disclosing-your-criminal-record>
- Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Staff must not use social media (for example: Facebook, WhatsApp etc) with pupils or former pupils.
- Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute.
- Staff are discouraged from using social media with parents of children in the school
- 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 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 members of 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 pupil.
- All staff members should show due regard to GDPR (see posters in staff room and school office)
- All staff members 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, nor with colleagues in the school except with a senior member of staff with the appropriate role and authority to deal with the matter.
- Staff have an obligation to share with their manager or the school's DSL any information, which gives rise to concern about the safety or welfare of a pupil. Staff must **never** promise a pupil that they will not act on information that they are told by the pupil.
- Where confidential information is shared electronically this should be anonymised or sent through Egress (online secure email)

DISCIPLINARY ACTION

- All members of staff need to recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action. In this instance the Disciplinary Policy for School Based employees will be followed.

DISCLOSURE STATEMENT

- ***All staff must read and sign as read.***

COMPLIANCE STATEMENT

- ***Once you have read and understood this document, please mark as read to agree you will comply with its contents.***