St Cuthbert's Primary School
Code of Conduct

Vision:

In our family school, we strive to be the best for today, for tomorrow, for ourselves, for each other, the wider world and for God.

As a Christian family we nurture an understanding that we are all of equal value and infinite worth.

In the safety of our unique family we will flourish and grow towards being Global Citizens and Courageous Advocates.

('You are now citizens together with God's people and members of the family of God'. Ephesians 2:19)

Mission statement:

Learning to love, loving to learn in the family of Christ.
('Encourage one another and build each other up'- 1 Thessalonians 5:11)

SAINT CUTHBERT'S CE PRIMARY SCHOOL CODE OF CONDUCT

GUIDANCE DOCUMENT FOR STAFF

The school is required to set out a Code of Conduct for all employees.

- The Code of Conduct outlines the expected conduct of staff, volunteers and governors at all times.
- All communication and interaction between members of staff, children, parents, carers, governors and visitors must reflect our Code of Conduct.
- Staff are expected to be conscientious and loyal to the aims and objectives of Saint Cuthbert's CE Primary School.
- In addition, staff are required to develop and maintain the professional character of the school. All staff employed by Saint Cuthbert's CE Primary School are to follow the Code of Conduct.
- Staff should be aware that a failure to comply with the following Code of Conduct could result in disciplinary action including dismissal.
- Throughout this document the term staff should be taken to include any adult in the school (teachers, teaching assistants, other support staff, governors and volunteers).

The school adopts the Local Authority Code of Conduct. This explanatory guidance document should be read in conjunction with the Code of Conduct, Acceptable Use and Behaviour Agreement and the school Safeguarding and Child Protection Policy.

Both the Code of Conduct and this guidance document form part of the school's Safeguarding Portfolio. They are provided to all new staff as part of their induction and to existing staff at least annually.

GENERAL STATEMENT ABOUT CONDUCT

It is an expectation that all members of staff (and adult volunteers, governors and visitors) model courteous and respectful behaviour to the children through their appearance and all aspects of their conduct. This includes the way in which adults talk to the children as well as to each other. A number of other school policies make reference to expectations and these include the school policies on: Confidentiality; Equal Opportunities and Race Equality. Adults who work with children are in a unique position of trust and influence and must adhere to behaviour that models the highest possible standards. Each employee has an individual responsibility to maintain their reputation and the reputation of the school whether inside or outside working hours.

RIGHTS AND RESPONSIBILITIES

We all have a right to:

- Work in an atmosphere of mutual respect
- Be treated fairly

- Be listened to and for views to be respected
- Be valued for the efforts and strengths of the work undertaken and to receive support for those areas that need developing
- Work in a clean, safe, secure and well organised work place
- Be kept appropriately informed through open channels of communication

We all therefore have a responsibility to:

- Put children at the centre of all that we do
- Separate personal and professional lives by creating clearly defined boundaries
- Challenge prejudice in the workplace and support colleagues of all social, cultural and ethnic backgrounds
- Listen to and respect the opinions of others
- Support the development of others
- Promote positive relationships with pupils and the local community
- Safeguard the emotional and physical well-being of pupils
- Raise concerns in a non-threatening manner before they become a more serious problem
- Take responsibility for the working environment leaving it as others would wish to find it
- Challenge unprofessional behaviour in an appropriate manner

BEING A GOOD ROLE MODEL

- All staff who work at Saint Cuthbert's CE Primary School must set examples of behaviour and conduct which can be copied by pupils.
- Staff must not use inappropriate or offensive language at any time.
- Staff must not exhibit behaviour that could be deemed inappropriate or offensive at any time.
- All staff must demonstrate the highest standards of conduct in order to encourage our pupils to do the same.
- All staff must avoid putting themselves at risk of allegations of abusive or unprofessional conduct.

HONESTY AND INTEGRITY

Staff must maintain the highest standards of honesty and integrity in their work. This includes the handling and claiming of money.

- 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 procedure.
- Staff have a duty to report any concerns they have about any adult or child in the school and the school has a duty to investigate and take appropriate action.

CONFIDENTIALITY

Where staff have access to confidential information about colleagues, 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 individual.

- 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 schools' procedure. It must not be discussed outside of 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.
- However, staff have an obligation to share with the Headteacher or school's Designated Safeguarding Lead any information which gives rise to concern about the safety or welfare of a child.
- Staff must never promise confidentiality to a child.

MOBILE PHONE / DEVICE USE

- The use of personal mobile phones and other smart/electronic devices by staff is only permitted during non-directed time.
- The use of mobile phones and devices is only permitted in the staff room, out of sight and vision of any children that may be present.
- During directed time mobile phones and devices must be kept in a secure location, such as a zipped handbag or closed cupboard.
- During directed time mobile phones and other smart/electronic devices must be turned off or placed on silent mode with notifications disabled.
- Under NO circumstances should personal mobile phones or other devices be used to take images, videos or other recordings of pupils.
- Mobile phones or other devices must never be used by staff whilst teaching, supporting or supervising children. This includes on the playgrounds at break or lunch time.
- In exceptional circumstances explicit permission should be sought from the Head Teacher to use a mobile phone outside of the restrictions listed above.

DRESS AND APPEARANCE

- A person's dress and appearance are matters of personal choice and self-expression. Some individuals will wish to exercise their own cultural customs. However, staff should select a manner of dress and appearance appropriate to their professional role and which may be necessarily different to that adopted in their personal life.
- Staff should ensure they are dressed decently, safely and appropriately for the tasks they undertake.
- Those who dress or appear in a manner which could be viewed as offensive or inappropriate will render themselves vulnerable to criticism or allegation.
- Staff should wear clothing which:
    - promotes a positive and professional image
    - is appropriate to their role

    - is not likely to be viewed as offensive, revealing, or sexually provocative
    - does not distract, cause embarrassment or give rise to misunderstanding
    - is absent of any political or otherwise contentious slogans
    - is not considered to be discriminatory
    - is compliant with professional standards
- Flip-flops and open-toed sandals are not advised. Any person choosing to wear open toed shoes does so at their own risk.

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.
- Any such conduct could lead to dismissal.
- 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 interact with parents/carers, pupils, including past pupils on social media or social networks e.g. Facebook, Instagram, Whatsapp etc. Where a staff member has a pre-existing personal relationship with a pupil, parent or carer they must disclose this to the Headteacher and make explicit the reasons for online social interactions.
- Staff must not engage in inappropriate use of social network sites which may bring themselves, schools or wider community into disrepute.
- Staff must only use their school email account for work purposes.

BRITISH VALUES

All staff are expected to uphold and promote the fundamental principles of British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.

I HAVE READ AND UNDERSTOOD SAINT CUTHBERT'S CE PRIMARY SCHOOL CODE OF CONDUCT AND THIS GUIDANCE DOCUMENT:
SIGNED:

NAME:

DATE: