



ST. LAWRENCE'S RC PRIMARY SCHOOL STAFF CODE OF CONDUCT

INTRODUCTION:

As an employer, the governing body is required to set out a Code of Conduct for all school employees. It is our duty to fulfil all of the legal requirements set out in the 2002 Education Act to safeguard and promote welfare of all pupils and adults in our school family.

We therefore expect staff to fulfil their duty of keeping all children safe from harm and take a proactive approach to providing 'Early Help' as set out in the Government's 'Keeping Safe in Education Policy.' Staff should ensure that they do not put themselves in situations where allegations of abuse or inappropriate behaviour could be made.

The Governing Body of St. Lawrence's expects the highest standards of conduct from all staff, governors and volunteers so that the public always have the utmost trust and confidence in their integrity.

All staff employed under the 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. Failure to comply with these standards could result in disciplinary action including dismissal.

THE CATHOLIC MISSION:

St Lawrence's is a Catholic school and has the Catholic mission at its very core. Therefore it is an expectation that all teaching, communication and interaction must reflect our mission statement below:

'We care for each other, treating others as we wish to be treated ourselves. We will always try to be the best we can be by displaying tolerance, kindness and respect. Loving Jesus, Loving Learning, Loving Life.'

PURPOSE, SCOPE AND PRINCIPLES

The code of Conduct is designed to give clear guidance on the standards of behaviour all school staff are expected to observe. School staff are in a unique position of influence and must maintain the highest standards of behaviour at all times to set an example that the pupils can truly aspire to. As a member of the school community, each employee has an individual responsibility to maintain their reputation and the reputation of the school, whether inside or outside of working hours.

ROLES AND RESPONSIBILITIES

- **Governing Body:** The governing body has a general role in ensuring that appropriate standards of conduct are established and maintained, including those of the Head Teacher. Members of the governing body may also be involved in dealing with specific declarations made by employees under the code.
- **Head Teacher:** The head teacher is responsible for ensuring that staff are made aware of the Code of Conduct as part of their induction programme. They will also consider declarations made by the employees under the code and will ensure appropriate action is taken to deal with any alleged breaches.

- **Employees:** All staff employed at the school are required to keep to the standards of this code and carry out their duties honestly and fairly. Failure to do so is a serious matter and could result in disciplinary action including dismissal. Staff should therefore read the document carefully and if they have any queries contact their immediate line manager or head teacher.

SETTING AN EXAMPLE

All staff who work in schools set examples of behaviour and conduct. Staff must therefore use appropriate language at all times. They must always ensure that pupils are respected and shown kindness in all matters. Use of offensive language must be avoided at all times.

Staff must always be punctual and ready for lessons to begin on time. Staff must set the highest example so that pupils will follow suit and know the high expectations demanded of them.

Staff should always be dressed appropriately and professionally for school.

Staff must always avoid putting themselves at risk of allegations of abusive and unprofessional conduct.

Staff should always speak to one another with respect and never set a bad example to the children in their dealings with each other.

SAFEGUARDING PUPILS:

It is the responsibility of all staff to safeguard pupils in line with the Government's 'Keeping children Safe in Education' policy. It is the duty of all staff to be aware of the key content of this document. Particularly around Child Protection and 'Early Help' that the document recommends.

Staff have a duty to safeguard pupils / students from:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect

Staff receiving information about allegations of child abuse should report such information to the Head Teacher, as set out in the school's Child Protection Policy. If the allegations are against the head teacher, the information should be reported to the chair of governors in accordance with the school's Procedure for Dealing with Allegations of Abuse Made Against Staff, Volunteers and Agency Workers.

Any minor concerns about children around punctuality, attendance and behaviour need to be reported on the school's CPOMs system. This helps to build up a long term picture around the safety of each child.

More immediate concerns need to be immediately communicated to the school's Designated Safeguarding Person (Mr. Brown) or Designated Safeguarding Deputy (Mrs Hagon). In all matters a

written record must be kept using the school's CPOMs system or the Cause for Concern forms that are displayed prominently in the classroom.

Staff must not demean or undermine pupils, their parents and carers. They must take the upmost care in ensuring their safety and welfare.

At no time should staff use their mobile phones in front of the children. All photographs should be taken using school equipment and should be saved on the school's computer system.

Staff should never use their mobile phones to contact children or parents. Mobile phones should only be used in areas of the school where no children will be present.

WHISTLEBLOWING

All staff have a duty to report any matters of concern particularly around the safeguarding of children. This can relate to:

- Crime
- Illegality
- Health and Safety
- Environment or Property Damage
- Unauthorised use of funds
- Concealing or attempting to cover any funds

Any such concerns need to be reported to the Head Teacher directly. If these matters concern the Head Teacher then they should be reported to the Chair of Governors in school or, if appropriate, the Police.

A full copy of the Whistleblowing policy is available from the school office or the staffroom where it is on the 'Safeguarding Wall.'

EQUALITY

All members of the local community and employees have a right to be treated fairly and equally. Employees must follow the governing body's policies on equalities.

TEACHING AND PUPIL PROGRESS

Staff must be aware of and comply with agreed school policies and procedures that support the development of the pupils.

Staff must follow reasonable instructions given to them by senior management to support pupil development.

SETTING A GOOD EXAMPLE

All staff should endeavour to set the best possible example to pupils in their conduct at all times. We should always remember what it is like to be a pupil at St. Lawrence's. Children perform best when they are kept safe, challenged and treated with respect. Staff should remember this in all of their dealings with the pupils of our school.

HONESTY AND INTEGRITY

Staff must maintain the highest standards of honesty and integrity at work. This includes the handling and claiming of money as well as the use of school property and facilities. Should staff fail to uphold these standards, then they will be subject to disciplinary procedures.

All staff must comply with the Bribery Act of 2010. A person may be guilty of bribery under this act if they offer, promise or give financial advantage to someone or if they request, agree or accept a bribe from another person. Should this occur in school, then staff should refer to the school's 'Whistleblowing' policy.

Personal gifts from individual members of staff to students are inappropriate and could be misinterpreted.

Gifts from suppliers or associates of the school must be declared to the Head Teacher or the Chair of Governors if the Head Teacher is the recipient with the exception of 'one-off' token gifts from students or parents.

CONDUCT OUTSIDE OF WORK

Staff must not engage in conduct outside of work which could seriously damage the reputation and standing of the school. They must refrain from activities that could damage their own reputation, that of their colleagues or any members of the school community. Any such conduct could lead to dismissal.

In particular, criminal offences involving violence, use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable and could lead to dismissal.

USE OF SOCIAL MEDIA

Staff must exercise extreme caution when using social media. All posts and photographs need to be appropriate and should never bring the individual, school, school community or employer into disrepute.

Staff should not use any platform of social media (e.g. Facebook) to engage with pupils, parents or former pupils.

Staff must only use their e-mail account or school learning platform to make any sort of contact with pupils or parents.

Posts between members of staff should always be appropriate. Disputes emanating from social media must never be brought into school.

POLITICAL VIEWS

Staff should refrain from influencing the children with regard to any strong political views. On such matters, staff should remain neutral and stick to the school's ethos of respecting all views that exude a sense of kindness, tolerance and respect.

STAFF ABSENCE

In the event of a member of staff being unable to come into work they should contact the school office as soon as possible by telephone 0191 2659881. Staff may also inform their Head Teacher or Phase leader but MUST inform the office.

RETURN TO WORK INTERVIEWS

All staff should have an interview with a senior member of the staff on their return to work. The form is then returned to the LA and a copy kept on file. Any paperwork is available should a member of staff request a copy.

PUNCTUALITY

School begins at 8.55. It is an expectation for staff to be fully prepared for the first lesson and all subsequent lessons during the course of the day. Staff must be in a position to collect the children immediately after the bell rings to signal the start of a new session.

CONFIDENTIALITY

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

All staff are likely to at some point witness actions that need to be kept confidential. This needs to be reported and dealt with exclusively in line with the school's procedures. Under no circumstances should confidential or sensitive matters involving pupils or parents be discussed publicly outside of these procedures.

However staff have an obligation to share matters which may give rise concern over the safety or welfare of a pupil to the school's designated safeguarding leads. Staff must never promise that they will not act on information that they are told by a student.

INTERESTS OUTSIDE OF WORK

Staff are permitted to pursue other paid interests outside of work as long as they do not conflict with the school's or the local authority's interests.

DISCIPLINARY ACTION

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

AIDE MEMOIRE FOR STAFF

When we speak to others we will:

- Use a positive statement rather than a negative one so that the children can learn what we expect of them in any given situation.
- Use a calm tone of voice at all times to explain something or instruct the children so that they can follow our words without feeling threatened or uncomfortable
- Avoid using sarcasm as this can demean children and adversely affect 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 becomes a roadblock to communication and collaboration.
- Maintain confidentiality about anything we see or hear so that parents and other professionals can maintain the upmost trust in us as professionals.
- Treat everyone with respect.
- Dress appropriately to set a good example to the children so that they know that we are here to work.
- Behave in a positive way in the work place, especially in front of the children.
- Work within the school's policies and procedures so that we know that all we do has been agreed by all members of staff and the governors.
- Work as part of a team contributing to the learning of others to build up a strong staff team.

Personal and Professional Conduct (from Teacher's Standards)

'A teacher is expected to demonstrate consistently high standard 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 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.