

# St Anthony's Catholic Primary School



## St Anthony's VC Academy

### Staff Code of Conduct



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Produced by: St. Anthony's VC Academy

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Other related academy policies that support this Staff Code of Conduct include; Anti-bullying, Behaviour, Child Protection, Disciplinary, E-Safety (AUP), Induction, Supporting Children with Medical Needs & Whistle Blowing Policy.

*At St Anthony's we do not discriminate against any child or adult on the grounds of race, disability, gender, age, gender reassignment, religion, maternity, pregnancy, sex or sexual orientation. We embrace the individuality of all our community members and comply fully with the Equality Act 2010.*

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## **1. Aims, scope and principles**

This policy is designed to give clear guidance on the standards of behavior, which all staff are expected to observe. School staff are in a unique position of influence, and therefore, must model the highest possible standards. All staff have an individual responsibility to

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maintain their reputation and the reputation of the school whether inside or outside working hours. Breach or failure to observe provision of this document may lead to action being taken under the school disciplinary procedures.

This Code of Conduct applies to;

- All members of staff, including teaching and support
- Volunteers, including Governors
- Casual workers
- Temporary and supply staff, either from agencies or engaged directly
- Students placements, including those undertaking initial teaching training, apprentices

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

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

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

We are required to set out a staff code of conduct under regulation 7 of [The School Staffing \(England\) Regulations 2009](#).

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.

## 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

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- 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
- To understand the policies and procedures within the school
- Take responsibility for their actions and behavior and avoid any conduct which could lead a reasonable person to question their motives or intentions.
- Act Professionally at all times to promote the welfare, health and safety and well-being of pupils
- Set a good example at all times to pupils, parents and colleagues. You are a role model
- If ill, staff will contact Martin Ward (Deputy Head) or Julia Eley (Headteacher) before 7.30am.
- If staff become ill during the day they will speak to a member of SLT
- Staff will be pro-active during P.E. (including the wearing of PE kit) and music lessons

## 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 support the whole school approach that safeguarding is everyone's business.

Staff will familiarise themselves with our 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, from the school office or the Safeguarding and Pastoral Manager. New staff will also be given copies on arrival as part of an induction process.

## 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 or parents. This includes social media profiles.

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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 unless it is part of an agreed reward system.

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.

Staff should report any concerns relating to unsafe practice or other staffs inappropriate conduct towards pupils to a member of SLT 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 acceptable use policy within this.

## 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.

Staff may need to use a mobile phone whilst on a school trip or visit to facilitate the health and safety of the members of the party.

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.

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## **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 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.

Outfits will not be overly revealing.

Clothes will not display any offensive or political slogans.

## **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.

Any work undertaken outside of school, either paid or voluntary must not conflict with the interest of our school nor be at a level which may contravene the working time regulations, affects your work performance or call into question your suitability to work with children.

## **12. Monitoring arrangements**

This policy will be reviewed every 3 years but can be revised as needed. It will be ratified by the full governing board