

ST ANSELM'S CATHOLIC PRIMARY SCHOOL

Learning and growing together through Prayer, Belief and Love

CODE OF CONDUCT FOR STAFF

Re-approved by the Governing Body on 29th October 2019

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INTRODUCTION

As an employer, the Governing Body is required to adopt a Code of Conduct for all school employees. Our Mission statement sets out the way in which the Community of St Anselm's is to conduct itself at all times. All communication and interaction between members of the school community (Staff, children, parents carers and visitors) must be in accordance with and reflect the mission statement

CATHOLIC EDUCATION SERVICE (CES) - TERMS AND CONDITIONS OF EMPLOYMENT:

These terms and Conditions lay down that Staff are expected to be conscientious and loyal to the aims and objectives of the school in which they are employed. They should have regard to the Catholic ethos of the school and are required to maintain and develop its Catholic character. They should not do or say anything that might be prejudicial to or undermine these interests, whether in or out of school.

Further, staff employed under these conditions have a statutory obligation to adhere to the 'Teachers' Standards 2012'. Part 2 of this document '*Personal and Professional Conduct*' (see [Appendix 1](#)) is relevant here. Staff should be aware that failure to comply with this Code could result in disciplinary action.

1. PURPOSE, SCOPE AND PRINCIPLES:

A School should notify staff of the Code of Conduct and of its expectations as it is designed to give clear guidance on the standards of behaviour all school staff should observe. The Staff are in a unique position of influence so they must adhere to the highest possible standards of behaviour themselves and also demonstrate this to the pupils in their care. All members of staff have the responsibility to uphold both their own reputation and that of the school: whether inside or out of school.

2. SETTING AN EXAMPLE:

All staff who work in schools set examples of behaviour and conduct which can be copied by children. Staff should then strive to set good example by

- i) Not using inappropriate or offensive language
- ii) Demonstrating high standards of conduct and responsibility
- iii) Avoiding situations where they might put themselves at risk of allegations of abuse or unprofessional conduct.

SAFEGUARDING PUPILS and STUDENTS:

All staff have a duty to safeguard pupils and students and to protect them from:

- i) Physical, Sexual and Emotional abuse
- ii) Neglect

This duty includes the responsibility to report any concerns about the wellbeing of any pupil or student to the Designated Senior Person (DSP) for Child Protection in the school. At St Anselm's

- i) The DSP is Maria O'Connell (DHT)
- ii) The Deputy DSP's are Anne Monahan (HT) and Irene Marotta (AHT)

PUPIL/STUDENT DEVELOPMENT

Staff must

- i) comply with School policies and procedures that support the wellbeing and development of pupils and students, and
- ii) co-operate with colleagues and with external agencies where necessary and appropriate to support the development of pupils and students
- iii) be fully conversant with school policies and procedures that are in place to support the wellbeing of children
- iv) take the utmost care of pupils and students under their supervision, aiming to ensure their safety and welfare at all times where practicable
- v) Not demean or undermine pupils, their parents or their own colleagues

SCHOOL POLICIES:

The school has a number of Policies that are reviewed annually with Staff. These are:

- Safeguarding and Child Protection
- Disqualification by Association
- Health and Safety
- Online Safety
- Anti-Fraud

Staff are expected to be familiar with these policies and to comply with them, as well as with the School's Whistleblowing Policy which is available on TO.

STAFF CONDUCT:

All Staff must maintain the highest standards of Honesty and Integrity in their work. This includes

- The handling and claiming of money
- The use of school property and facilities
- Compliance with the school's Anti-Fraud policy, particularly Paragraph 6 re Gifts.

They should also

- Refrain from using their own Mobile phone as a camera in school. (Any photographs or videos taken must only be done by using school equipment. Any images must only be saved on school computers)
- Not use their own personal mobile equipment while in contact with pupils during school hours. Outside school hours/paid hours of employment staff should only use their mobile phones/equipment in areas of the school where/when there are no pupils present.

STAFF CONDUCT OUTSIDE WORK:

Staff must:

- Exercise caution when using information technology

- Be aware of the potential risks to themselves and others of doing so
- Only use their school e-mail account or when communicating electronically with pupils, parents and colleagues
- Declare any business interests they have outside school that may be connected either to the supply of goods and services to the school, or that might cause them to be rewarded through association with the school

Staff must not:

- Engage in conduct outside work which could seriously damage the reputation and standing of the school, the reputation of the employee themselves or of any other member of the school community. Any such conduct could lead to dismissal.
- Engage in inappropriate use of social network sites which may bring themselves, or the school community into disrepute

In particular, criminal offences that involve

- i) violence or
- ii) possession or use of illegal drugs or
- iii) sexual misconduct

are likely to be deemed unacceptable and could lead to dismissal.

Staff may undertake work outside school – either paid or voluntary, provided that it does not

- a) Conflict with the interests of the school and
- b) Is not carried on with such intensity that it might contravene the working time regulations.
- c) Nor should it affect the individual's performance of work at the school.

CONFIDENTIALITY:

In the course of their duties Staff are likely to have access to confidential information and/or to witness actions which will all need to be kept confidential. In such circumstances

- i) Staff must not reveal confidential information about pupils/students, their parents or carers except to those colleagues who have a professional role in relation to that pupil/student.
- ii) Any member of staff who may witness an instance of a child/student being bullied by another pupil (or by another member of staff) should know that this must be reported and dealt with in accordance with school procedure.
(Any such instance must not be discussed with ANYONE either inside or outside the school EXCEPT WITH a senior member of staff who has the appropriate role and authority to deal with the matter.
- iii) Staff also have the obligation to share any information which gives rise to concern about the safety or welfare of a pupil with the school's Designated Senior Person as soon as they become aware of it.

Staff should **never** promise a pupil that they will not act on information which that pupil or student may give them. They should instead refer any such information immediately they learn of it to the DSP or Deputy DSP.

DISCIPLINARY ACTION:

All staff need to recognise the fact that failure to abide by these standards of behaviour and conduct may result in disciplinary action – including dismissal.

St Anselm's Code of Conduct – Aide Memoire for staff

As Professionals we will:-

- Treat everyone with respect
- Maintain confidentiality about anything that we see or hear at school save only when we need to inform the DSP or the Deputy DSP of matters concerning the well-being of 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 staff and the Governors
- Work as part of a team, contributing to our mutual development as well as learning from others. In this way we will help to build up a stronger workforce so that we can provide the best possible learning environment and opportunities for our children
- Avoid gossiping and negativity when at work in the school as it can breed resentment which soon becomes a bar to effective communication and working. We all have the duty to divert such conversations away from gossiping if/when we encounter it.
- Always strive to behave in a positive way at work especially in front of the children, despite any personal problems we may have: and not let them effect our performance so far as possible.
- Dress and behave appropriately at work so that we demonstrate application and good example for our children.

Communication with Others:

When we speak to others we will

- Address colleagues and others with respect - even if we disagree with them - making our points gently but firmly
- Avoid using sarcasm towards others – whether adults or children – as this can be very hurtful. Children should not be exposed to this.
- Use a positive statement rather than a negative one wherever possible so that children can learn how to channel their thoughts in this way
- Always use a calm tone of voice when instructing or explaining to our children so that they may understand more readily and not feel uncomfortable or threatened.
- Be patient with requests for further explanation when perhaps our children or others may not have understood our solutions to problems immediately – even at the end of the day when we may feel very much under pressure!
- Understand that we all have our own cares and responsibilities and try to be sympathetic to others we encounter often.

APPENDIX 1 – Extract from TEACHERS' STANDARDS – Effective from 1st September 2012 (DFE)

PERSONAL AND PROFESSIONAL CONDUCT

Teachers are expected consistently to demonstrate high standards of personal and professional conduct both within and outside school. They must

- have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities
- ensure that their own personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law
- have a proper and professional regard for the ethos, policies and practices of the school in which they teach setting standards by their own attendance and punctuality

Teachers should at all times observe proper boundaries appropriate to their professional position. They should uphold public trust in the profession and maintain high standards of ethics and behaviour which includes their own attendance and punctuality.

The following statements define the behavior and attitudes which set the required standard for conduct throughout their career. They should:-

- have regard to the need to safeguard pupils well-being in accordance with statutory provisions
- Build relationships rooted in mutual respect
- Treat pupils with dignity, showing tolerance and respect for the rights of others
- Uphold fundamental British values including democracy, the rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs