



WORTH PRIMARY SCHOOL
Code of Conduct for Staff
October 2022



1. INTRODUCTION

The school is required to set out a Code of Conduct for all of its employees. The Code of Conduct outlines the expected conduct of staff at all times. All staff employed by Worth Primary School must follow this Code of Conduct. Staff should be aware that a failure to comply with the Code of Conduct could result in disciplinary action including dismissal. Volunteers and trustees are also expected to follow the Code of Conduct. The purpose of this document is to ensure that the school provides a high quality service and promotes confidence in the integrity of the school.

2. STAFF RESPONSIBILITIES

Staff responsibilities are to:

- Read and comply with the Code of Conduct
- Put children at the centre of all they do
- Set a positive and professional example to all at all times
- Use an appropriate manner and language at all times
- Listen to and respect the opinions of others even if they differ to yours
- Challenge prejudice in the workplace
- Support the development of others
- Promote positive relationships with children and all stakeholders
- Raise concerns in an appropriate manner
- Take responsibility for looking after the school environment
- To meet the Teacher's Standards (teaching staff only)

3. PROFESSIONAL BEHAVIOUR

Staff must display the highest possible standards of professionalism suitable for an education setting. Staff are expected to deal with pupils, parents and all stakeholders politely with respect and courtesy. Staff should understand that they represent the whole school and must maintain and enhance the school's reputation through their high standards and manner. Staff must have respect for the school property and environment as well as the people in it.

The following behaviours will not be tolerated by anyone:

- Safeguarding breaches
- Any form of physical or verbal violence towards pupils, staff and stakeholders
- Discrimination of any kind
- Deliberate falsification of documents

- Acceptance of bribes
- Wilful damage to school property
- Disregard and non-compliance of school policies and procedures
- Theft of school monies and property
- Neglect of assigned duties and responsibilities
- Unauthorised absence from work
- Confidentiality breaches
- Being incapable of working by reason of non-prescribed drugs or alcohol
- Unsatisfactory time keeping
- Conduct which adversely affects the reputation of the school

4. HONESTY AND INTEGRITY

Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of school monies and the use of the school's resources and property. Staff must not accept bribes by giving or receiving an advantage (financial or not) to/from somebody else.

5. PROFESSIONAL DRESS

Staff are expected to adopt a smart dress code to reflect the professional ethos of the school. Details can be found in the Staff Dress Policy.

6. CONFIDENTIALITY

Staff must maintain confidentiality with work related matters. Staff must take care not to discuss issues of sensitive matters with the school community unless there is a **need to know**. Professional boundaries must not be blurred between colleagues and parents/stakeholders. Staff should only reveal information about pupils, parents and stakeholders if there is a professional reason to in relation to that individual. Unless it is appropriate to do so and with another professional, school issues should not be discussed outside of school. All staff must adhere to the GDPR data protection guidelines. Details can be found in the Data Protection Policy.

7. CONDUCT OUTSIDE OF WORK

Staff "off-duty" hours are their own personal concern but they should not engage with conduct which could seriously damage the reputation of the school, other employees or themselves. In particular, criminal offences and misconduct.

8. MEDIA

Staff should not speak, write or give interviews to the press about the school without prior agreement from the Headteacher and/or Chair of Trustees. For matters of publicity and the sharing of school news and details, the Headteacher must authorise this e.g. newspapers, websites and social media.

9. SAFEGUARDING PUPILS

Safeguarding in school is everybody's duty and responsibility. It is a highly sensitive part of the role and should be treated as such. Details can be found in the Safeguarding and Child Protection Policy.

10. USE OF ICT

Staff must not make online associations/friendships with current pupils or communicate with current pupils using their own personal devices. Staff must exercise caution when using technology and be aware of the risks to themselves and others especially with regards to social media. Staff must only use their work email address for work purposes. Details can be found in the Social Media, Telephones and Cameras Policy.

11. HEALTH AND SAFETY

Staff should be able to work in an environment which is clean, safe and secure. Details can be found in the Health and Safety Policy.

12. WHISTLEBLOWING

Staff have a duty to report any concerns they have about an adult in school and the school have a duty to investigate and take appropriate action. Details can be found in the Whistleblowing Policy.

Development and consultation process:

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Reviewed: October 2022

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