

Oldfleet Primary School



Code of Conduct

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CODE OF CONDUCT

This policy applies to employees of the school only. It does not form part of any employee's terms and conditions of employment and is not intended to have any contractual effect. The school reserves the right to amend this policy at any time.

The Code of Conduct should be read in conjunction with the school's other policies.

The school requires high standards of conduct from all employees. This Code of Conduct is designed to provide guidance about what is expected of employees in their daily work and in their dealings with students, parents and the wider community. Employees are reminded that the Code of Conduct applies whether the employee is officially "on duty" or not.

The Code of Conduct aims to promote public confidence, to support good working relationships and to ensure that employees do not compromise their own integrity.

All employees are required to ensure that they understand these standards and they should discuss any uncertainties with their line manager. Employees are responsible for reflecting on their own conduct and practice to ensure that they meet the standards required of them in order to encourage pupils to do the same.

All line managers are responsible for ensuring that employees are aware of these standards of conduct and that they comply with them.

Failure to comply with the Code of Conduct may result in disciplinary action.

Principles

All employees are required to comply with the following principles:

- Demonstrate respect for diversity and promote equality;
 - Employees are required to act appropriately towards all pupils, parents, carers, colleagues and visitors to the school
 - Employees are expected to understand and comply with the school's Equal Opportunities Policy
 - It is the responsibility of all employees to challenge discrimination, bullying and stereotyping
- Safeguard Pupils
 - The welfare of all pupils is paramount
 - It is the responsibility of all employees to safeguard and promote the welfare of all pupils
 - Employees should work, and be seen to work, in an open and transparent manner
- Demonstrate honesty and integrity and uphold public trust and confidence in the school;
 - Employees must maintain high standards of honesty, integrity and personal behaviour both in and outside of school to uphold public trust of the school within the local community and beyond

Comment [EL1]: CLIENT: These are only guiding principles. Please amend or tailor these principles to the school's specific requirements.

Please do not hesitate to contact us if you would like to discuss this further.

- Employees must exercise caution both in and outside of school when using information technology and be aware of the risks to themselves and others. Employees are expected to understand and comply with the school's Electronic Information and Communications Systems Policy
- Maintain professional standards;
 - Employees are expected to adhere to the school's Dress and Appearance Policy
 - Punctuality is important to ensure that the school runs efficiently. All employees are expected to be ready to start work at the beginning of the session
 - Employees are not permitted to have personal mobile telephones switched on at any time during his/her working hours. **OR** Save in the case of emergencies, employees only permitted to make or receive personal calls or send/open text messages during his/her daily rest break
- Endeavour to develop productive and supportive relationships with all school colleagues;
 - Employees are also expected to communicate and establish productive working relationships with other professional colleagues where appropriate e.g. Educational Psychologist, Speech and Language Therapist
- Maintain Confidentiality; and
 - Employees should not disclose information given to them in confidence by anyone, or information acquired which they believe is of a confidential nature, without the consent of a person authorised to give it, or unless they are required to do so by law
 - Employees should not prevent another person from gaining access to information to which that person is entitled by law
- Uphold school policies and procedures, and raise any concerns about the life or running of the school in a responsible and appropriate way.
 - A copy of the school policies can be found in the school office and on the staff shared area.

Teaching Staff

In addition to the above principles, Teaching Staff are reminded that they are required to comply with the Teaching Standards (as amended from time to time). A copy of the Standards is available from the Department for Education website.