



## Staff Code of Conduct

### **Introduction**

- This Code of Conduct is intended as a guide for all school staff. It sets out standards of conduct which staff are expected to follow when within, or representing the school.
- This code is not exhaustive but is written to assist staff and is important that staff should take advice and guidance. **If in doubt ask.**
- The underlying purpose is to ensure the school provides a high quality of service to its pupils in accordance with the Mission Statement and to promote public confidence in the integrity of the school.
- It takes in the requirements of the law and attempts to define the required levels of professionalism to ensure the well being of the school, it's staff and customers.
- It complies with the schools policies and procedures.
- The Manager should ensure that all staff are aware of the Code's contents and are fully briefed on its implications.
- Reference to this Code will be made in all contracts of employment, and copies will be given to all staff. In addition to the induction programme for all new staff, which will reinforce the principals of this Code.
- Investigations of alleged breaches of this Code will be covered under the Schools Disciplinary Procedures and related codes of practice.

### **Code of Conduct**

#### ***Exclusivity of Service***

**Staffs off duty hours are their personal concern, but they should avoid a position where an interest of conflict may be presented, this includes;**

- Staff members making online associations/friendships with current parents and pupils via social media, such as Facebook, Bebo and MySpace.
- Staff members using texting/email facilities on either their member or personal computer to communicate with current parents and pupils.
- The school does not seek to preclude staff unreasonably from undertaking additional employment but you are required to devote your full time, attention and abilities to your duties during your work hours and to act in the best interests of the school at all times. Accordingly, you must not, without consent, undertake any employment or engagement which might interfere with the performance of your duties or conflict with the interests of the school.
- It follows that regardless of whether you are employed on a full time or part time contract, you are required to notify the Director/Manager of any employment or engagement, which you intend to undertake whilst in the employment of the school (including any such employment or engagement which commenced before your employment began with the school).

### **Specific Aspects**

- **Discrimination:** Staff must at all times observe the Equal Opportunities Policy for staff and children, and treats children, parents and other stakeholders in accordance with those policies.
- **Health and Safety:** Staff must take care of their personal hygiene, safety and welfare, and that of other persons who may be affected by their acts or omissions. All staff must comply with the requirements of the school Health and Safety Policy and relevant legislation and regulations, and also ensure that children do likewise.
- **Fire:** Staff must familiarise themselves with the fire precautions, procedure and drill routines. They must regard practice fire drills or building evacuations in a positive manner, and ensure they are perceived by pupils as an essential precaution to prevent risk or injury or fatality.
- **Business Practice:** Staff must maintain an impeccable standard of integrity in all their professional relationships.
- **Media:** Other than on matters of publicity, only the Manager is authorised to speak or send any communication on behalf of the school to members of the press or broadcast media. This decision is to avoid any embarrassment or unfair pressure on staff. The Manager may extend this authorisation to other staff members.
- **Copyright:** Staff shall observe copyright laws on computer software, audio visual and printed material.
- **Data Protection Act:** It is the responsibility of all employees to ensure the Schools compliance with the Data Protection Act. Personal data must only be used to assist you to carry out your work; it must not be given to people who have no right to see it. All staff should maintain the security of all computerised databases of information on individuals, whether they are staff, children or members of the general public. Staff should refer any queries to the manager.

## **General Points**

- Staff should display the highest possible standards of professional behaviour that is required in an educational establishment.
- Staff should seek to cooperate with their colleagues, providing support, help and guidance as required by them and their Manager, and enable effective communication throughout the School.
- Staff should not use their position in the School for private advantage or gain.
- Staff should avoid words and deeds that might bring the School into disrepute or might undermine colleagues in the perception of others (children/staff/parents/community).
- Staff should retain professional independent objectivity and not promote dogma or political bias to others in their working activities.
- Staff should be aware of, and should follow School policies systems and procedures. They should normally communicate through the management structure and should ensure pupils do likewise.
- Continuing professional development and support shall be provided by the school and where appropriate and agreed, will be based on the objectives of the School Development Plan (Quality Framework). Periodically, employees will be required to attend certain training activities.
- Staff should attend their place of work punctually in accordance with their manager. Those unable to avoid being late or absent should, whenever possible, give as much notice to the manager as possible so that alternative cover arrangements may be made.

## **Administrative Duties**

- Teaching Staff shall maintain and properly complete a register for all sessions.
- In order to ensure safeguards both for staff and pupils, staff must permission from the Manager:
  - Before taking pupils off the school premises
  - Before arranging for any visitors, e.g. visiting speakers.
  - Before incurring any expenditure on behalf of the school.

## **Confidentiality**

- Staff shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters. They should take care not to discuss issues of particularly sensitive matters within the school community, which could cause distress to School staff, pupils or parents.

## **When in Doubt Ask!**

- If any member of staff is in any doubt with regard to the guidelines of this code and how they apply in any particular situation, then please consult with the Manager/Director. It is re-emphasised that this code is intended to be help and enable fairness and equality between all staff.

## **Professional Behaviour**

Professional behaviour is a generic term, but within this code of conduct include such aspects as:

- Acting in a fair, courteous and mature manner to children, parents, colleagues and other stakeholders.
- Co-operating and liaising with colleagues, as appropriate to ensure children receive a coherent and comprehensive educational service.
- Endeavouring to assist the School achieve its corporate and strategic objectives. In particular, by adopting a positive attitude to marketing and the achievement of quality and equality.
- Respect for the school property.
- Maintaining the image of the school through standards of dress, general courtesy, correct use of school stationary etc.
- Taking responsibility for the behaviour and conduct of pupils in the classroom and sharing such responsibility elsewhere on the premises.
- Being fit for work (I.e. not adversely influenced by drugs, alcohol etc.)
- Being familiar with job requirements (e.g. proper preparation, use of suitable methods/systems, maintenance of appropriate/required records etc.) including keeping up to date with developments relevant to the job.
- Being familiar with communication channel and School procedures applicable to both children and staff.
- Ensuring all assessments are conducted in a fair and proper (prescribed) manner and that procedures are strictly followed with respect to confidentiality and security,
- Respect for the rights and opinions of others.

This list is not exhaustive but the examples are given as a summary.

## **Disciplinary Rules**

The following are examples of behaviour, which the school finds unacceptable. The list is not exhaustive and it is acknowledged that it will be necessary to exercise judgement in all cases and be fair and reasonable in all circumstances.

- Any form of physical/verbal violence towards children.
- Physical violence, actual or threatened towards other staff or visitors to the school.
- Sexual offences, sexual conversations or references, sexual insults or sexual discrimination against pupils, staff or visitors to the school.

- Racial offences, racial insults or racial discrimination against children, staff or visitors to the school.
- Theft or school monies or property, and monies or properties of staff/visitors. Removal from the school premises of property which is not normally taken away without the express authority of the Manager or the owner of the property, may be regarded as gross misconduct.
- Deliberate falsification of documents such as time sheets, bonus sheets, subsistence and expense claims for the purpose of gain.
- Acceptance of bribes or other corrupt financial practices.
- Wilful damage of school property or of property belonging to other staff or visitors to the school.
- Any wilful act, which could result in actionable negligence for compensation against the school.
- Refusal to comply with reasonable instructions given by staff with a supervisory responsibility.
- Gross neglect of duties and responsibilities.
- Unauthorised absence from work.
- Being untruthful and/or engaging in deception in matters of importance within the school community.
- Deliberate breaches of confidentiality on sensitive matters.
- Being incapable by reason of alcohol or drugs (not prescribed for a health problem) from fulfilling duties and responsibilities of employment.
- Conduct which substantially brings the name of the school into disrepute or which seriously undermines confidence in the employee.

**The following are examples of behaviour, which could lead to formal disciplinary warnings.**

- Unsatisfactory timekeeping without permission.
- Neglect of safety rules and procedures. Some offences of wilful neglect may be regarded as gross misconduct.
- Breaches of confidentiality. Deliberate breaches of sensitive matters may be regarded as gross misconduct.
- Failure to comply with reasonable work related requirements or lack of care in fulfilling the duties of the post.
- Behaviour towards other employees, pupils and visitors, which gives justifiable offence. Certain behaviour giving rise to offence may be regarded as gross misconduct.
- Conduct, which is considered adverse, affects either the reputation of the school or affects confidence in the employee. Certain conduct may be regarded as gross misconduct.

This policy was adopted by \_\_\_\_\_ *(name of provider)*

On \_\_\_\_\_ *(date)*

Date to be reviewed \_\_\_\_\_ *(date)*

Signed on behalf of the provider

Name of signatory

Role of signatory (e.g. chair, director or owner)