

St Richard's CE Primary School



Code of Conduct Policy

This policy was last reviewed: May 2024

This policy will be reviewed again: May 2027

This policy will be reviewed by: P& Committee/GB

Statutory policy?: No

Source: Governing Body



Code of Conduct for Staff, Volunteers and Visitors

This Code of Conduct sets out our expectations of adults working in or visiting our school. The overall intention is to establish a framework that ensures a level of professionalism and integrity, whilst above all safeguarding our children. It is not possible to be entirely prescriptive and when interpreting the guidance, adults should bear in mind the spirit in which it is intended. We are committed to promoting positive physical, mental health and emotional wellbeing for all pupils, families, members of staff and governors, so that all have the resilience to manage 'normal' stresses of life.

Safeguarding

- The welfare of the child should always come first. All staff, volunteers and visitors have a duty to keep pupils safe and protect them from physical or emotional harm.
- Adults within the school should avoid putting themselves in a potentially compromising situation with pupils, including not giving children lifts in their car or being alone with a child in an enclosed room.
- We regret that we cannot allow anyone helping on school trips to bring siblings along, for safeguarding and health and safety reasons.
- All adults in the school are expected to follow the school's policies and procedures. In particular, all adults must read and comply with the school's Safeguarding Policy and the summary guidance in the "Quick Guide to Safeguarding and Child Protection for Staff and Visitors".
- Staff must not accept pupils as friends on social networking sites or share personal address details, telephone numbers or personal email address details with pupils.
- Hot drinks are not permitted outside the staff room/school office/reception area except using the safety cups provided.

Standards of behaviour

- Adults within the school are expected to be respectful of the school's Christian values.
- Adults within the school are expected to model good behaviour for others to follow. This includes treating each other with courtesy, dignity and respect, demonstrating respect for diversity and promoting equality.
- Adults within the school should use appropriate language and avoid expletives and defamatory comments.
- Staff should ensure that their behaviour at work or outside does not cause embarrassment or reflect negatively on the school in a way that would bring its reputation into disrepute or cause a loss of public confidence. This includes through the use of social networking sites and email.

- Staff should report any behaviour by colleagues that raises concerns, in accordance with the school's Whistleblowing Policy. Staff must take responsibility for recording and reporting any incident which may result in being misinterpreted and/or an allegation being made.

Accountability

- Staff, volunteers and visitors are expected to work as part of a whole-school team and are accountable to the school for their actions.
- Employees will be expected to obey all reasonable instructions from their managers and to follow all normal working rules and codes of practice in relation to their employment. They must also respect and adhere to the management structure of the school, ensuring that management roles and decisions are not ignored or undermined.
- Managers have a responsibility to hold staff accountable for agreed actions and to themselves be accountable to the staff they manage.

Personal standards and dress code

- Consumption of alcohol or illegal drugs is prohibited. Anyone found to be under the influence of drugs or alcohol whilst working with children will be subject to disciplinary proceedings including when on a school trip.
- Adults are expected to dress modestly, safely and appropriately for the roles they undertake, including during school mufti days. The dress code is smart casual. Jeans and trainers are not permitted.
- Smoking is not permitted within sight of the school.
- Personal use of the school phones and computers is not permitted, except in an emergency.
- Personal use of mobile phones, tablets or other handheld devices is not permitted during working hours, except in an emergency.
- Personal use of headphones is not permitted either within the school or on trips.
- We encourage sustainable forms of transport to and from school, but ask that bicycles are parked considerately using the bike racks provided and not against the school fence.

Confidentiality

- Do not share confidential information about a pupil with any person, other than on a professional need to know basis.
- Do not take, display or distribute images of children, unless parental consent has been given.

Stewardship

- Staff are expected to treat the school's resources responsibly, and exercise due financial care. They must not make personal use of the property or facilities of the school unless authorised to do so.

Health and Safety

- Staff have a duty of care to themselves and must ensure they look after their own health and wellbeing, and the health and wellbeing of others in the school, including following the school's policies around Fire Evacuation, Health and Safety and Lone Working.
- Staff should avoid putting themselves in situations in which they may feel physically threatened, by ensuring that someone knows where they will be at all times and that they have a clear "escape route" if required.

Personal interests

- Employees must declare any financial and/or non-financial interests which conflict or could bring about conflict with the interests of the school.
- All relationships of a business or private nature with actual or potential external contractors or service providers should be declared. Orders and contracts must be awarded on merit and in accordance with the Richmond Council's Standing Orders and Purchasing Code of Practice. No special favour should be shown to businesses run by, for example, former colleagues, friends, partners or relatives in the tendering process.

Gifts

- Employees are advised not to accept gifts from anyone with whom they have a professional relationship, other than token items of nominal value. Gifts worth more than £25, or any amount of cash or cash equivalent (e.g. vouchers) must be declared.