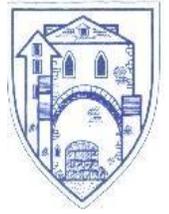


THE PRIORY SCHOOL
The Priory Primary Academy Trust
Code of Conduct
Reviewed annually by the governing body



Introduction

The Governing Body is required to set a code of conduct for all employees and the purpose of this policy is to establish, and encourage all employees to achieve high standards of conduct at work, and to help provide a fair and consistent way of dealing with any issues that may arise. School staff are in a unique position of influence and must adhere to behaviour that sets a good example to all pupils within the school.

This policy applies to all employees, temporary and voluntary worker at The Priory School.

This policy should be read with:

Behaviour and Child Protection/Safeguarding, Health & Safety, Disciplinary, Anti Bullying, Complaints, Whistle Blowing, Equal Opportunities, E-Safety, Data Protection

Confidentiality and Disclosure of Information

Where staff have access to confidential information about pupils or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the pupil. Staff may at some point witness actions which need to be kept confidential; these need to be reported and dealt with in accordance with the appropriate school procedure. However, staff have an obligation to share with the senior management team any information which gives rise to concern about the safety or welfare of a pupil. Staff must **never** promise a pupil that they will not act on information that they are told by a pupil.

Employees of the School may in the course of their duties have access to confidential information. Employees and volunteers must not use any information obtained during their employment or work for personal gain or benefit, nor should they pass it on to others who might use it for personal advantage.

Many employees have access to personal information relating to other employees, pupils and other members of the public. All employees must treat this information in a discreet and confidential manner (the Data Protection Act 1998) and adhere to the following guidelines:

Written records and correspondence should be kept securely at all times.

Information relating to staff/pupils/parents/carers must not be disclosed either orally or in writing to unauthorised persons and must not be given over the telephone unless the caller has given details of their right to ask for such information.

Confidential matters relating to staff/pupils/parents/carers should not be discussed in areas where they may be heard by passers-by, i.e. corridors, reception, staff room, etc. Any breach of

confidentiality may be regarded as misconduct and be subject to disciplinary action, see the Discipline Policy.

The use of the staffroom is restricted to members of staff only.

As a general rule employees should not make statements or write letters to the media; if in doubt they should refer such matters to the Head Teacher.

Additional activities including conflict of interest

Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school nor be to a level which may contravene the working time regulations or affect an individual's work performance.

Staff must exercise caution when using technology and be aware of the risks to themselves and others.

School staff should ensure that:

- No reference should be made in social media to pupils, parents / carers or school staff
- They do not engage in online discussion on personal matters relating to members of the school community
- Personal opinions should not be attributed to the school
- Security settings on personal social media profiles are regularly checked to minimise risk of loss of personal information.

Gifts and Hospitality

Employees must not accept significant personal gifts. However, there are occasions when children or parents wish to pass small tokens of appreciation to staff, e.g. at Christmas or as a thank-you and this is acceptable. However, it is unacceptable to receive gifts on a regular basis or of any significant value.

No one working for, employed by, or providing services on behalf of the School is to make, or encourage another to make any personal gain out of its activities in any way. Any person becoming aware of a personal gain being made at the expense of the School, contractors or the public should follow the Whistle Blowing Policy.

Use of vehicles for school business

Employees using a private vehicle for school business must ensure that the vehicle is road worthy and complies with Road traffic/Transport regulations and they are licensed to drive the vehicle. They must not drive under the influence of drink/drugs or where there is ill health that may impair their ability to drive the vehicle safely. They must abide by the current Road Traffic/Transport Regulations.

Alcohol/drugs

Employees must ensure that they are not unfit for duty as a result of the effects of alcohol or drugs. Staff should be aware of the lasting effects of alcohol and drugs both prescription and illegal, and

ensure that any consumption of these substances does not impair their ability to discharge their duties.

Smoking

The Priory School has a no smoking policy.

Health & Safety

Employees also have a duty to familiarise themselves with all the safety regulations that apply to their job and the area in which they work. They should refer to the Health and Safety Policy.

Reporting of Arrests, Prosecutions, etc.

Employees must report to their manager details of any arrest or criminal conviction or caution made against them by the Police (except for minor traffic offences, i.e. where they do not mean imprisonment or suspension of his or her driving licence), where the offence is also a breach of discipline and/or may have a direct impact on the employee's job, or where it calls into question their suitability to work with children.

False Statements

Employees must not make any false statement e.g. on subsistence/mileage claims, etc. Where there is evidence of an employee submitting such claims, he or she will be liable to disciplinary action and/or prosecution under the Theft Act 1968.

Where an employee has witnessed misconduct i.e. a fraudulent activity; he or she will have a duty to report such an incident. See also – the Whistle Blowing Policy.

Discrimination

It is the School's policy that all current and prospective employees will have equal opportunity for employment, promotion and training on the basis of relevant ability, qualifications and merit. Employees must ensure that they do not unfairly discriminate on the grounds of gender, race, colour, marital status, national or ethnic origin, nationality, disability, sexuality, age or religion. All job applicants and workers are treated equally and the school is willing to make reasonable adjustments where appropriate for disabled applicants and workers.

Harassment/bullying

The School seeks to provide an environment for all employees, contractors and temporary workers free from harassment, bullying, intimidation and victimisation.

Disciplinary action will be taken against any employee who is found to have committed a deliberate or unlawful act of discrimination, sexual or racial harassment or bullying.

Abuse of the e-mail/internet

The School will not accept any abuse of e-mail/internet or telephones. Such behaviour may result in disciplinary action.

The downloading, sending or accessing of offensive material that affect the dignity of any individual or group of individuals at work may constitute harassment. Threatening, obscene or harassing

messages including chain e-mails and material that will cause offence and/or degrade individuals or minority groups will constitute a disciplinary offence which may result in dismissal.

Under the Obscene Publications Act 1959 an employee may have criminal liability if an individual publishes material that could corrupt or deprave the persons likely to see the material; this includes the transmission of data stored electronically.

Professional Relationships

With children:

- We act respectfully towards children at all times, for example:
 - Speaking in a calm and objective way, even in the face of challenging circumstances
 - Using a range of vocal volume that is appropriate to the learning activity (we may raise our voices in a controlled way to achieve a desired impact, but we never shout in anger)
 - Showing good manners to children and therefore modelling what good manners are
 - Taking seriously what **all** children tell us. Our first response is always to believe what we are told
 - Giving children time to express themselves
 - Pursuing settlements to conflicts between children in a way that is demonstrably fair and listens to all points of view before making a considered judgement
 - We judge children on the current situation and not on past behaviour
 - Making clear to children why a course of action has been necessary
- We uphold the School's policies and procedures on Behaviour, Anti-Bullying and safeguarding in our dealings with children. We acknowledge that we are "in loco parentis" and, as such, have a duty of care for all children in school
- We are consistent in the way we apply rewards and sanctions to the children so that each individual child knows that they will receive the same treatment from any member of staff
- We understand that all children have a right to be heard
- We are friendly and supportive to all children but maintain our professionalism at all times. We acknowledge that some interactions that seek to "be friends" with children can create ambiguity in the relationship and be unhelpful
- We protect ourselves and our pupils by making sure that we avoid being alone with individual children but if it is unavoidable to do so we ensure that we are in a place where others can see us
- We use physical contact with children in a careful, sensitive and respectful way – hand on the shoulder or head is often a good way of engaging with an individual. However, any physical contact should be avoided when staff members are alone with individual children except in an emergency. We adopt the principle that parents want their children to be given a certain level of physical reassurance if distressed, hurt or otherwise in need.
- We all take responsibilities for our actions and are prepared to apologise when we have made mistakes and undertake to learn from those errors
- When speaking to children, we always consider how we would expect to be spoken to ourselves

- We teach and respond to children as unique individuals
- We have a professional responsibility to inform an appropriate person if we believe that a colleague is behaving in a way that compromises the safety or well being of any child or group of children

With parents:

- Parents have an entitlement to be informed about their child's learning and well-being. We always seek to involve and engage parents in this process
- We recognise parents' entitlement to express any concerns that they may have about their child's learning, safety or well-being
- We always seek to work in partnership with parents using their understanding of their own child to help us to provide the best learning opportunities that we can
- We recognise that parents may, at times, become upset and behave in an inappropriate manner towards us when we are talking to them; in this case it is advisable to have a member of the senior management team in attendance. We protect ourselves by ensuring that we meet with parents in areas of the school that are visible and easily accessible to school members to other staff members whilst remembering to be sensitive to the confidential nature of some discussions. We always make sure that colleagues know when and where we are meeting with parents
- We acknowledge that we are all human and will make mistakes from time to time
- When speaking to parents we always consider how we would expect to be spoken to ourselves
- We all take responsibilities for our actions and are prepared to apologise when we have made mistakes and undertake to learn from those errors
- We recognise the right to confidentiality of all members of the school community

With other members of staff:

- We act in a professional manner towards colleagues irrespective of our relative position or status within the school hierarchy e.g.
 - Speaking politely to one another
 - Being flexible and understanding of necessary changes in the school day
 - Assuming that the actions of others are carried out in good faith
 - Communicating clearly and honestly with colleagues
 - Addressing concerns openly and honestly with the person to whom the concern is addressed whenever possible without publically criticising anyone
 - Being publically supportive of colleagues and dealing with concerns or disagreements privately, with support if necessary
- We share a responsibility to encourage and support our colleagues in their professional development
- We recognise that we are all accountable for our actions and performance and that from time to time, leaders and managers will need to deliver feedback that is challenging

- We approach issues with colleagues in a way that always seeks to solve potential problems in a positive way
- We all take responsibilities for our actions and are prepared to apologise when we have made mistakes and undertake to learn from those errors

Staff Dress

- We dress in a manner that reflects the job that we do
- We wear smart, practical clothes
- We avoid wearing clothes that could cause offence or embarrassment to others
- Jeans are not considered acceptable unless participating in a trip or visit that requires harder wearing clothes or on non-uniform days
- When leading physical activities, we change into suitable clothing for that lesson
- We do not wear excessive amounts of jewellery and understand our own health and safety responsibilities

Other Areas

- Members of teaching staff arrive in school by 8.20am
- Other staff members in school in good time to begin their contracted hours
- If for any reason we are delayed in the morning to ensure that the appropriate person in school is informed at the earliest opportunity
- Teachers are available at the end of the day to meet with colleagues, parents and members of the senior management team
- We support and use the systems in place for monitoring who is on site and understand that these systems are for the health and safety of ourselves and others

Code of conduct Aide Memoire

Aims

- To create and maintain a shared understanding of how we should all behave towards one another
- To express our shared commitment to promoting lifelong learning through respect for all
- To provide clear, unambiguous guidance for members of staff about the standards of conduct that are expected of them
- To provide a reference for school managers and governors
- To promote the school's ethos and values both in and out of school

We understand that we are part of a professional organisation. When we come to work or take part in off-site activities, this commits us to the following:

- Taking a professional responsibility for fulfilling my role in school
- Being a positive role model (dress, talk & act)
- Being an effective team member; acknowledging the voice and the contribution of each other and offering and receiving support where needed
- Being positive in my thinking and approach (constructive not destructive, seeking solutions and having a go)
- Adhering to deadlines and keeping to time
- Communicating effectively, clearly, honestly and transparently
- Demonstrating fairness and consistency
- Showing appreciation (taking time to thank and acknowledge the contribution of others)
- Respecting the environment and each other (taking shared ownership of our school)

Applicable to:

- All employees, parent helpers and outside agencies that work within our school
- Parents and pupils – we encourage them to follow this through the home/school agreement

How to keep it relevant:

- All of the above to read, agree and sign to say they will adhere to the code
- Display the code prominently
- Provide a copy for everyone
- Discuss and refer to the code frequently

Appendix 1

Alcohol and Drugs Misuse

The early identification of an alcohol or drug problem and taking appropriate action will minimise the effect of the problem on the school and other employees and may also help reduce any stress experienced by the individual.

It may be very difficult for people to admit they have a problem. There may well be a feeling of shame or fear of reprisals, particularly if they are taking illegal drugs.

There is no single symptom of an alcohol or drug problem. The presence of any or some of the following may indicate one (unless the employee is suffering from an undisclosed illness/disability):

Absenteeism

Excessive sick leave, frequent and unexplained absences and lateness

Frequent Monday and/or Friday absences

Excessive lateness especially on Monday

Leaving work early

Frequent visits to the cloakroom

Unexplained absence from post

High rate of accidents

Frequent accidents at work resulting in injury and/or damage to equipment

Accidents away from work

Poor work performance

Difficulty in concentrating

Taking longer than usual to do tasks

Having a erratic work pattern

Difficulty in recalling conversations, instructions or details

Sticking to routine tasks and avoiding complex ones

Frequent mistakes

Improbable excuses for poor work

Telling lies about performance

Bad decision making

Reluctance to accept responsibility

Change in personality and behaviour

Anxiety

Depression

Irritability

Lethargy
Mood swings
A tendency to blame others
Over-sensitivity to criticism
Problems relating to colleagues
Avoiding company
Changes in attitude to authority

Additional signs

Smelling of alcohol at work
Intoxicated at work (slurred speech, unsteadiness)
Bloodshot eyes
Shaky hands
Poor personal hygiene and unkempt appearance
Frequent borrowing of money
Loss of driving licence through drink driving

The above is only a guideline; the School must investigate and not make assumptions as similar symptoms may occur in some illnesses. When in doubt, the School will contact the personnel provider.

The School will encourage employees to seek help as soon as a problem is identified. Consideration will need to be made about the most appropriate action. To help bring any issues into the open, a confidential meeting should be arranged with the individual (he/she may be accompanied by either a friend or union representative).

The meeting will need to be handled sensitively and focus on the wish to improve the employee's performance. The purpose should be to encourage the employee to admit there is a problem and explore the cause or reason for the problem.

It is important to establish whether any aspect of the job or stress has made the employee turn to drugs or alcohol.

It should be emphasised that the employee should be encouraged to seek help from a GP or a specialist agency.

Employees with a drink or drugs problem should have the same rights to confidentiality and support as they would if they had any other medical condition. If the employee has difficulty in admitting there is a problem, then the Capability Policy and Guidance must be followed. The consequences of continual poor performance need to be underlined if an employee is not ready to admit or refuses to recognise there is a problem. It is important to try and be supportive for as long as possible, however, where there are risks relating to health and safety action, transferring the employee may be necessary in the short term. Where an employee continually fails to reach adequate performance levels and fails to accept help and/or improve then it may result in dismissal, through the fair application of the Capability Policy.

Code of Conduct and Personal Behaviour Declaration

I have read and understood the Code of Conduct. I agree to work within the principles of the Code.

Name.....

Signed.....

Dated.....

Please sign and return to the school along with acceptance of your terms and conditions, prior to commencing employment with the School.