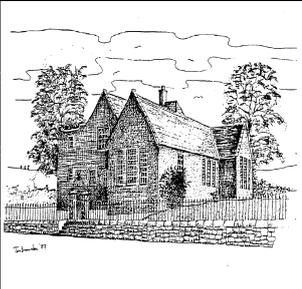


**Combe St Nicholas C of E VA Primary School
Code of Conduct**

Name of Policy	Staff Code of Conduct	
Approved by GB - Date	01.10.2019	
Next Review Date	30.09.2022	
Committee Responsible	HR	

This policy should be taken as part of the overall strategy of the school and operated within the context of our vision, aims and values as a Church of England School.

"That they may have life, life in all its fullness"

John: Chapter 10 Verse 10

1. Purpose

1.1. The purpose of this document is to make all staff employed by Combe St Nicholas VA C of E School aware of the accepted standards of behaviour and conduct. Wherever possible, specific advice is given but in general employees are always expected to conduct themselves, in such a way that children are not harmed, and no discredit could be brought upon the school.

1.2. It is important that staff familiarise themselves with the expectations and where there is doubt, speak to the Head-teacher for further guidance. Failure to comply with the standards can lead to disciplinary action, and in cases of serious or persistent breach, can lead to dismissal. The guidance offered is meant to be supportive and explanatory rather than an attempt to interfere either in the professional or personal lives of staff.

1.3 This procedure is effective from 9.10.2017 as agreed by the governing body.

2. Applicability

2.1. This procedure applies to all employees. All employees are included, whether permanent or on a fixed term contract. The school may ask to see copies of agency workers and contractors codes of conduct; the school has a separate code of conduct for volunteers.

3. Roles and responsibilities

3.1. The Head-teacher is responsible for;

3.1.1. Managing the conduct of employees in accordance with this policy and the Disciplinary Procedure.

3.1.2. Ensuring that employees are aware of the expected standards of conduct, the Disciplinary Rules and of any local rules or regulations specific to their job or area.

3.2. Employees are responsible for adhering to the set standards of conduct, the Disciplinary Rules and any additional rules or regulations as outlined in the staff handbook, including any reasonable management instructions.

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4. Dress Code

- Staff should set a good example to children and inspire confidence in parents.
- Teachers and support staff in the Early Year's classes wear school sweat shirts or polo shirts with School logo. These are worn with dark coloured trousers.
- Teachers in the other classes are required to wear clothes that are comfortable but also smart for work' in KS1 this will usually be trousers.
- Clothing and shoes must be a good state of repair.
- Teaching In Primary schools often requires climbing ladders, bending and kneeling, skirts and dresses, therefore, should be of a reasonable length so as not to be in any way revealing.
- Footwear should be suitable for work, bearing in mind that staff may on occasion have to walk quickly or run.
- Staff must always change for PE, wearing the PE shirts provided and black or grey track suit bottoms and trainers.
- The Head-teacher will be the final arbiter with regard to any 'dress code' issues.

5. The Code

5.1 Staff are expected to Implement and adhere to the Policies, Procedures and Guidance as set out in the staff handbook and school policies. Requests for the review of any policy or procedure should be directed to the Head-teacher

5.2 Staff are expected at all times to carry out their duties and to be punctual in all circumstances.

5.3 Staff are expected to support the aspirations of the school at all times and be especially sensitive when out of school. All staff before appointment are given every opportunity to investigate the school and come to a decision as to whether the environment is right for them. Once appointed, the school expects that all staff will actively promote the values which permeate the vision of the school, which is from John 10.10 'They shall have life in all its fullness'. For example:

- ✓ To promote an educational community based on love and inclusivity, providing a beacon of hope where all can flourish
- ✓ To foster, maintain and celebrate Christian distinctiveness in our school
- ✓ To ensure that our school is a centre of excellence with a focus on the nurture and achievement of all the members
- ✓ To promote mutual support, encouragement and benefit between all staff
- ✓ To develop and inspire aspirational thinking based on our educational heritage and to make use of the latest research in pedagogy and child development.
- ✓ To support the nurture and respect of God's creation with a close focus on the sustainability agenda.
- ✓ All human beings are made in the image of God. Each child is a unique human being, made by God and loved by him, and worth the highest possible standards of education and care and the closest attention to what will enable them to flourish

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- ✓ We must ensure that 'every child and young person has a life enhancing encounter with the Christian faith'
- ✓ To recognise and enable those who often remain invisible, through ethnic or cultural disadvantage, or through disability or poverty
- ✓ Church schools have a particular vocation to the poor and vulnerable, to enable them through education to change their lives

5.4 Staff are expected to be committed to the wider life of the school.

5.5 Staff should:

- ✓ Support all pupils of whatever ability to do their best and have high personal aspirations. The school is a learning community which hopes to inspire young people and to enhance and enrich pupils' lives enabling them to experience as wide and as full a range of learning opportunities as possible. It is assumed that staff will use their expertise and enthusiasm for the benefit of the pupils.
- ✓ Have the highest possible example in their personal and professional relationships, their attitude in the community, their appearance, decorum and lifestyle.
- ✓ Be committed to promoting the safety and well-being of students, treating them as individuals and with respect.

5.6 Staff should never humiliate a child either privately or publicly. Sarcasm should not be used and where practicable, pupils should be dealt with privately, not in front of others. Familiar or inappropriate language should not be used.

5.7 Male Staff should be referred to as Mr or Sir and Female Staff as Miss (or Mrs when using a surname). All language which could constitute or be construed as of a sexual nature should be avoided.

5.8 More specifically staff should be conversant with the Conditions of Service under which they are employed. A contract is signed by all staff and individuals are responsible for ensuring that they are aware of the specific requirements of their post. When in doubt, staff should ask for clarification.

4.9 Staff should be aware of current and relevant legislation such as below. Staff are to ensure that they are up to date on these legal obligations. Copies of relevant information can be obtained on request.

- ✓ Health and Safety at Work Act
- ✓ Equality Act

5.10 Staff should carry out duties and responsibilities at all times with honesty and integrity. Authority or positions should never be used for personal gain or to enable colleagues or others to gain personally. Staff must declare if they have connections with any business or organisation that supply the School.

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5.11 School equipment is to be treated with due care and respect. If staff wish to borrow equipment for personal use they must first gain permission from the Head-teacher. Equipment taken out of school which has not been authorised and is subsequently lost or broken must be replaced at the borrower's own expense. Staff taking equipment out of school without following procedures are laying themselves open to accusations of "improper conduct". Improper conduct can lead to disciplinary action including dismissal. Breakages should always be reported immediately to the Inventory Holder.

5.12 Permission must be obtained from the Head-teacher to undertake additional employment. The school expects all staff to fulfil their obligations to the students, and reserves the right to make a judgment as to whether undertaking additional work would be prejudicial to that outcome, or bring the school into disrepute. A discussion with the Head-teacher before seeking additional employment should always precede the attempt to find an additional job/post. If on appointment a member of staff already has a further post, this must be declared at the interview.

5.13 The Head-teacher is to be informed in advance of a decision to apply for a post elsewhere. The school recognises that every individual has a right to seek employment as and when they deem appropriate. However, since the Head-teacher will generally be asked for a reference prior to any interview, so it is both courteous and sensible for the application to have been discussed in advance. Staff who have been on interview are asked to inform the Head-teacher of the outcome on the morning following return to school. If the Head-teacher is considering applying for another job the Chair of Governors must be informed. A Head-teacher's reference will be provided by the Chair of Governors.

5.14 Staff may provide **personal** references for colleagues and these should be clearly stated as such. Any **official/school** reference **must** be authorised by the Head-teacher or Chair of Governors/Vice Chair of Governors.

5.15 Staff must declare and pay for any private telephone, photocopying, faxing and postage made using school resources. Mobile telephones should not be used for personal matters during work hours. Emergency calls can be made from school land lines.

5.16 The Head-teacher's advice should be sought on any matter regarding Patent Copyright and the acceptance of gifts.

5.17 A member of staff must notify the Head-teacher of any criminal charges or convictions whilst they are in the employment of the school. The Governors may then make a decision as to whether this constitutes unprofessional conduct and whether there has been a breakdown in the bond of trust necessary between employer and employee. In such cases, dismissal may be appropriate. Each case will be considered independently and on its merits. It is likely that the Governors would view any conviction for possession of prohibited drugs, sexual misconduct, theft, misappropriation of school funds or equipment, violent conduct, disorderly conduct in a public place etc as gross misconduct, within the general heading of "professional misconduct" and therefore the member of staff concerned would be liable for dismissal.

5.18 The additional following points are brought to all Staff's attention:

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- ✓ Smoking on site is totally prohibited.
- ✓ The use, possession or distribution or sale of drugs is totally prohibited and constitutes gross misconduct for which the penalty will be dismissal.
- ✓ Staff are prohibited from working whilst under the influence of non-prescribed drugs or alcohol. It is potentially a dismissal offence for any member of staff failing to meet their contractual obligations due to alcohol or substance abuse. Staff must bring to the attention of the Head-teacher any medication or illness which may affect their work performance or behaviour.
- ✓ The Head-teacher has the final say as to what the school deems to be an appropriate professional standard of appearance; including hairstyles. In general terms, male staff are expected to wear collar and tie and female Staff should be dressed for work in a professional environment and where regular contact with members of the public is the norm.
- ✓ While the school accepts that Staff will access the internet for personal reasons, using the school system access should not take place while on "duty", (e.g. when teaching or for support staff, in working time). During non-contact time, before or after school etc the school system can be used but all staff should be aware that personal access to sites will be monitored and no site is to be accessed that would be considered inappropriate. Staff are asked to seek guidance from the Head-teacher if in any doubt about the appropriateness of accessing a particular site.
- ✓ Staff are expected to display appropriate personal standards of behaviour. i.e. respecting colleagues and management and communicating and interacting in an appropriate manor with colleagues and management.
- ✓ Further guidance on what the school considers misconduct/gross misconduct are set out in the Disciplinary policy.

5.19 In summation, the Governors expect all Staff to behave at all times with dignity and professionalism. The Code is not exhaustive. Each situation will have to be dealt with separately and with due consideration.

5.20 All members of staff at all levels are to bring to the notice of the Head-teacher on an 'in confidence' basis any matter whether personal or professional which may be in conflict with either the letter or spirit of these guidelines.

5.21 All staff must read "Keeping Children Safe in Education Part I" and sign confirming that this has been carried out.

I confirm that I have read and understood the school Code of Conduct.

I agree to the code and requirements.

Signed.....

Position.....

Date.....