CODE OF CONDUCT

'Learning together through love, friendship, forgiveness and faith'.

ST MICHAEL'S CE PRIMARY SCHOOL

St Michael's is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

CODE OF CONDUCT FOR STAFF AND VOLUNTEERS

1. Introduction

The public is entitled to have trust and confidence in the integrity of the St Michael's School Community, its staff, governors and volunteers. The conduct of all must therefore be of the highest standard. This Code of Conduct has been prepared to help employees and volunteers on issues of conduct by providing a framework of guidelines.

2. General Obligations

Adults working at St. Michael's must all act with utmost good faith with regard to the business of the School, and do all in their power to promote the School's interests and not do anything which may adversely affect the School's reputation.

3. Public Duty and Private Interest

Off-duty hours are an employee / volunteer's own personal concern. It is important, however, that people do not put themselves in a position where their duty to the School and their private interests conflict.

Employees and volunteers are expected to abide by the policies of the School. They must take care to ensure that their own personal or political opinions do not interfere with the provisions of balanced professional advice or their duty to carry out those policies.

4. Confidentiality and Information Disclosure

Adults working at St Michael's must conform to the requirements of the General Data Protection Regulations 2018 and must take all reasonable steps to ensure that the loss, destruction, inaccuracy or disclosure of information does not occur as a result of their actions. This includes information relating to school business and pupil data.

•Members of staff / volunteers must not disclose personal or financial information about any other member of staff to any unauthorised person, external organisation or agency without the express consent of the individual concerned or that of the Headteacher.

•Members of staff / volunteers must not use information obtained in the course of their duties to the detriment of the School or for personal gain or benefit; nor should they impart this information to others who might use it in such a way.

•Confidential information belonging to the School must not be disclosed to any person not authorised to receive it.

5. Staff Dress Code

To dress professionally shows pride, effort, respect for oneself and one's profession. Adults in school are role models for learners in the school; therefore they have a responsibility to model appropriate dress and appearance. The image that we project as professionals is associated with how we present ourselves; the image of the school in the community is related to how all adults in the school dress. It is therefore important to dress appropriately when acting in a professional capacity.

Adults should be neat, clean, smart and tidy, wearing clothes, including shoes, which are commensurate with their post in the school. The staff dress code is smart rather than casual. This is not a policy meant to detail every eventuality, it is up to individual staff to decide whether their appearance is appropriate guided by the principles above. However, denim, flip flops and revealing clothes, such as short skirts or low cut tops, should be avoided. Tattoos should also be covered and facial piercings should be discrete or covered. Extreme haircuts, including unnatural colours, are not permitted. For health and safety reasons jewellery should be kept to a minimum and be appropriate to the role. All employees should wear ID badges.

St Michael's Primary School is committed to promote diversity and will therefore respect individual preference in terms of customs, culture, religion and tradition.

6. Other Employment

•Employees are not allowed to set up a business or accept employment with a business engaged in work which is in direct competition with the School.

•If employees / volunteers do have another job it must not conflict with the School's interest or bring the School into disrepute.

•If employees / volunteers have another job with another organisation they must not act as a messenger, go between or arbitrator between that organisation and the School. Formal channels of communication must be maintained.

•Employees' / volunteers' working commitments to another employer must not interfere with their work for the School; they must be able to work for the School at the contracted/arranged times rested and refreshed.

6. General:

•In accordance with the School's Equality Policy employees must ensure that they do not discriminate in recruitment and employment practices or in the delivery of services. They must also ensure that in their dealings with the local community, all members of the public are treated with respect and fairness.

•Serious misconduct and/or criminal offences committed during or outside of working hours which bring employees or The School into disrepute will be the subject of disciplinary action which could lead to dismissal.

7. Financial Inducements, Gifts, Hospitality and Sponsorship

•Employees / volunteers must not seek or receive preferential rates by virtue of your dealings on behalf of the School. Offers of hospitality, including visits to exhibitions, business meals, social functions, etc should only be accepted if there is a genuine need to represent The School in an official capacity.

•Where an external organisation wishes to sponsor or is sought to sponsor a School activity, the above rule applies. Particular care must be taken when dealing with contractors or potential contractors.

8. Disciplinary Action

Any breach of this Code of Conduct will be the subject of disciplinary action which could result in dismissal.

9. Further Information

•This Code of Conduct cannot cover every eventuality. Its purpose is to alert employees / volunteers to some of the matters about which queries are received. It does not replace the general requirements of the law, common sense and good conduct.

•If employees / volunteers are uncertain about what to do in a particular situation or require further information or guidance on the appropriate course of action to take in any situation they must contact the Assistant Headteacher / Headteacher for advice before they taken any action.

•Please sign the attached slip and forward it to the Headteacher or Assistant Headteacher.

REVIEWED: June 2018

Next Review: June 2021

I confirm that I have read and understood the Code of Conduct for St Michael's CE Primary School and agree to abide by its contents.

Signed:

Date:

Capacity Involved with The School: