



Oratory R.C. Primary and Nursery School

"Shine as to be a light to others"

Headteacher: Mrs C. Dickinson



Staff and Volunteer Code of Conduct

Last Review Date of this Policy:	Date of this Policy:	Reviewed by:	Date to be ratified by FGB	Date for next review:	Date to be next ratified by FGB:	Review Frequency
September 2018	November 2020	Pay, Finance and Staffing Committee November 2020	December 2020	September 2022	September 2022	Every two years
How will Governors assure the Oratory community that this policy is being implemented:		Governors to monitor and evaluate implementation through: <ul style="list-style-type: none">• Governors to observe staff conduct during formal and informal visits to the school.• Formal meetings with Head Teacher• Head Teacher Reports				

This Policy must be read by all staff in conjunction with the school's:

- Safeguarding and Child protection Policy
- Online Safety Policy
- Remote Learning Policy.

Mission Statement: *“Shine as to be a light to others”* – Saint John Henry Newman

OUR SCHOOL'S MISSION

At the Oratory R.C. Primary and Nursery School every aspect of school life is founded on Gospel Values. Our choice of Mission Statement, *“Shine as to be a light to others”*, is inspired by the writing and teaching of the Saint John Henry Newman, an advocate of personalised learning, and of Saint Philip Neri, who believed that “cheerfulness strengthens the heart and makes us persevere in a good life; therefore, the servant of God ought always to be in good spirits.”

We are committed to providing a safe, nurturing and happy immersive learning environment, based upon the living tradition of the Church, drawing continually upon current educational research.

Our School prepares children to meet the opportunities and challenges of life in contemporary Britain and within a fast changing technological and globalised world through an innovative curriculum that is tailored to meet the needs of all.

A community of lifelong learners, our School and Governing Body work in close partnership with: our families, the Fathers and Brothers of the Oratory, our local parish, the local and wider community, and external consultants. We work together to enable all to fulfill their spiritual, academic, emotional and social potential. We are a team, and together we make a difference.

OUR SCHOOL'S VISION

Christ is at the centre of all we do.

Our School is a learning community for all: pupils, staff, governors, parents and carers, outside agencies, and the local and wider community.

Ours is a strong culture of unconditional support for one another's learning, where all listen respectfully and welcome constructive criticism and challenge.

We offer a vibrant and exciting curriculum and learning experience, ensuring that all pupils, from whatever point they start on entering our School, make at least good progress.

We aim to help our children discover and develop their God-given talents and to encourage them to grow in responsibility for themselves and for others.

We believe that everyone has a right to equal access and opportunity, and equal freedom to work and learn, and freedom from unjust discrimination and from prejudice.

Our practices promote the right of all to participate in school life by actively promoting equality and social inclusion without distinction of culture, religion, language, ethnic background or race.

OUR SCHOOL'S CONTEXT AND CULTURE

Our School mission is based on the belief that every human being is a unique person created in the image and likeness of God, with a God-given potential for growth and an eternal destiny in heaven. Our staff have a special vocation to make sure that all our children receive the very best educational experience in order to grow in the love and knowledge of God, their neighbour, themselves and the created world.¹ We see this as integral to our Catholic ethos.

As a school we work together to embed and sustain this ethos. The word "ethos" can be defined as: "*a way of living, behaving and doing things by people who, though diverse, follow common values and are linked by a shared vision of life.*"⁵ Our School's Catholic ethos promotes and helps to shape a strong set of values.

INTRODUCTION

The governing body is required to set out a Code of Conduct for all school employees. The following code has been negotiated with trade unions and is recommended for adoption by the governing body.

As a Catholic School, all adults in school are expected to actively follow and live out our mission statement: "*Shine as to be a light to others.*"

The mission statement reflects how the family of the Oratory is to conduct itself at all times.

All communication and interaction between members of the family of the Oratory (staff, children, parents, carers and visitors) must reflect our mission statement.

Furthermore, as part of the Catholic Education Service terms and conditions, staff are expected to be conscientious and loyal to the aims and objectives of the school.

All staff are required to develop and maintain the Catholic character of the school. **Staff are to have regard to the Catholic character of the School and not do anything in any way detrimental or prejudicial to the interests of the Oratory and its pupils at any time, at work or at home.**

In addition to this policy, all staff employed under Teachers' Terms and Conditions of Employment have a statutory obligation to adhere to the 'Teachers' Standards 2012' and in relation to this policy, Part 2 of the Teachers' Standards - Personal and Professional Conduct.

Employees should be aware that failure to comply with the following Code of Conduct will result in disciplinary action including dismissal.

1. PURPOSE, SCOPE AND PRINCIPLES

A Code of Conduct is designed to give clear guidance on the standards of behaviour all school staff are expected to observe, and the school should notify staff of this code and the expectations therein.

School staff are role models and are in a unique position of influence and must adhere to behaviour that sets a good example to all the pupils within the school.

As a member of a school community, each employee has an individual responsibility to maintain their reputation and the reputation of the school, whether inside or outside working hours.

This Code of Conduct applies to:

- **all staff who are employed by the school, including the Head Teacher;**

The Code of Conduct does not apply to:

- peripatetic staff who are centrally employed by the LA;
- schools' meals staff employed by CitiServe Catering;
- employees of external contractors and providers of services (e.g. contract cleaners).

(Such staff are covered by the relevant Code of Conduct of their employing body)

2. SETTING AN EXAMPLE

2.1 - All staff who work in schools set examples of behaviour and conduct which can be copied by pupils. Staff must therefore avoid using inappropriate or offensive language at all times.

2.2 - All staff must, therefore, demonstrate high standards of conduct in order to encourage our pupils to do the same.

2.3 - All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct. This Code helps all staff to understand what behaviour is and is not acceptable.

3. SAFEGUARDING PUPILS

3.1 - Staff have a duty to safeguard pupils from:

- physical abuse
- sexual abuse
- emotional abuse
- neglect

3.2 - The duty to safeguard pupils includes the duty to report concerns about a pupil to the school's Designated Senior Lead (DSL) or Deputy DSL's for Child Protection.

3.3 - The school's Designated Senior Lead is **Gloria Herrera-Siles**, supported by Deputy DSLs **Sandhya Galloway** and **Gemma Lloyd**. The Head Teacher, **Clare Dickinson** oversees this team.

3.4 - Staff are provided with personal copies of the school's Safeguarding and Child Protection Policy, Whistleblowing and Serious Misconduct Policy and staff must be familiar with these documents.

3.5 - Staff must not demean or undermine pupils, their parents or carers, or colleagues.

3.6 - Staff must take reasonable care of pupils under their supervision with the aim of ensuring their safety and welfare.

4. PUPIL DEVELOPMENT

- 4.1 - Staff must comply with school policies and procedures that support the well-being, self-esteem and development of pupils.
- 4.2 - Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils.
- 4.3 - Staff must follow reasonable instructions that support the development of pupils.

5. ATTENDANCE

- 5.1 - Staff are expected to work 100% of their contracted hours. The governors of the Oratory School agree that there will be occasions when staff are unable to work due to unforeseen circumstances. **No member of staff should feel guilty or be made to feel guilty if they have a genuine reason for absence.**
- 5.2 - All staff must be responsible for managing their lives to maximise the effectiveness of their work within a sensible work/life balance. They must consider their circumstances that may require an absence; the impact of their absence on the provision of education for the children in our school; the impact of their absence (or attendance if ill) on their colleagues. (Cross Ref with Sickness Absence Policy and Procedures)

6. SMOKING

The Oratory R.C. Primary and Nursery School is a non-smoking organisation. Staff are not permitted to smoke or use e-cigarettes in the school building or grounds at any time. Cigarettes and e-cigarettes are not to be seen in school.

7. PERSONAL MOBILE PHONES

- 7.1 - Employees are not permitted to make / receive calls / texts during work hours when children are present excluding breaktime / lunchtime (in the staffroom room).
- 7.2 - All staff must ensure that **their phone is kept in a school locker at the beginning of each day and locked away before 8.50am. Mobile Phones are not to be used in classrooms.**
- 7.3- Staff are not permitted to take photos of the children or use the mobile phones recording equipment.

8. DRESS CODE

Staff must be mindful that the way they present themselves may reflect on the Oratory's reputation. Staff must dress in a manner that is "appropriate for the situation" they are in. For example: no denim, revealing, short or excessively tight clothing to be worn. Black leggings are only to be worn under a dress not as trousers.

9. IDENTITY BADGES

Staff are issued with identity badges that must be worn at all times. This is particularly important during a home visit, school trip or meeting off site with external agencies.

10. DISCIPLINARY RULES

The Oratory follows the LEA Disciplinary procedures which is concerned with instances of alleged misconduct, either ordinary or gross.

It is anticipated that the majority of breaches will be of a minor nature and that they can be resolved without recourse to a formal procedure.

Some breaches will be more serious or there may be circumstances where there is repetition of a minor breach. In such circumstances the matter will be formally investigated and progressed under the formal procedure.

10.1 - Capability and competence:

- 10.1.1 - In order to ensure that the required professional standards of teaching are achieved and maintained and to comply with the requirements of the School Staffing Regulations for a capability procedure, the governing body of the Oratory follows the model capability procedure produced by the Local Authority.
- 10.1.2 - This procedure is to be implemented only if a teacher fails, on a regular basis and despite appropriate additional support provided through the teacher appraisal process to address serious concerns previously notified to the teacher, to perform his or her duties to the required professional standards. (Cross reference with procedures for Alleged Lack of Capability of Teachers in Schools).
- 10.1.3 - As the model capability procedure for teachers relates specifically to the duties of a teacher, there is a separate procedure for support staff. This was originally a procedure for all staff in the school, but when the Government instructed schools to introduce a different procedure for teachers the competence procedure was left in place for support staff. (Cross reference with Competence procedures for support staff in Schools).

11. HONESTY AND INTEGRITY

- 11.1 - Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities.
- 11.2 - All staff must comply with the Bribery Act 2010. A person may be guilty of an offence of bribery under this act if they offer, promise or give financial advantage or other advantage to someone; or if they request, agree or accept, or receive a bribe from another person. If you believe that a person has failed to comply with the Bribery Act, you should refer to the school's Whistleblowing and Serious Misconduct Policy.
- 11.3 - Gifts from suppliers or associates of the school must be declared to the Head Teacher, with the exception of "one off" token gifts from children or parents / carers. Personal gifts from individual members of staff to pupils are inappropriate and could be misinterpreted. (See Hospitality and Gifts Policy)

12. CONDUCT OUTSIDE WORK

- 12.1 - Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the school or the employee's own reputation or the reputation of other members of the school community. In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable.
- 12.2 - Staff must exercise extreme caution when using information technology and be aware of the risks to themselves and others. Staff must not use social media e.g. Facebook with pupils, former pupils, parents / carers or past employees who have direct known links with parents and carers.
- 12.3 - Staff must only use their school email account or school learning platform account when communicating electronically with pupils, parents and colleagues.
- 12.4 - 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.

12.5 - Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute.

13. CONFIDENTIALITY

13.1 - 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.

13.2 - All staff are likely at some point to witness actions which need to be confidential. For example, where a pupil is bullied by another pupil (or by a member of staff), this needs to be reported and dealt with in accordance with the appropriate school procedure. It must not be discussed outside the school, including with the pupil’s parent or carer, nor with colleagues in the school except with a senior member of staff with the appropriate role and authority to deal with the matter.

13.3 - Examples of abuse of confidentiality (this includes online correspondence and the use of social media) would consider:

- Ill-considered gossip whether with colleagues, parents, carers, visitors to the school or outsiders which may be misconstrued or misquoted.
- Exploitation of confidential information for personal gain.

13.4 - However, staff have an obligation to share with their manager or one of the school’s Safeguarding Lead any information which gives rise to concern about the safety or welfare of a pupil/student. Staff must **never** promise a pupil that they will not act on information that they are told by the pupil.

14. DISCIPLINARY ACTION

14.1 - All staff need to recognise that failure to meet all of the above standards of behaviour and conduct will result in disciplinary action, including dismissal.

I understand that I am responsible for my actions in and out of the school:

- I understand that this Staff Code of Conduct applies not only to my work, behaviour and use of school / digital technology equipment in school, but also applies to my behaviour and use of school systems and equipment off the premises and my use of personal equipment on the premises or in situations related to my employment by the school.
- **I understand that if I fail to comply with this Staff Code of Conduct, I will be subject to disciplinary action.** This could include a warning (written or verbal), a suspension, referral to Governors or the Local Authority and in the event of illegal activities the involvement of the police.
- I have read and understand the above and agree to **meet all of the above standards of behaviour and conduct including** using the school digital technology systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) within these guidelines.

Staff / Volunteer Name:

Signed:

Date: