

# St Mary's RC Primary Academy Boston



## Staff Code of Conduct

Mission Statement

We love, we grow, we learn; walking with faith in the light of the Lord.

Date Adopted: October 2020  
Date of Review: October 2021

## **Rights Respecting Articles**

### **Article 3**

The best interests of children must be the primary concern in making decisions that may affect them. All adults should do what is best for children.

### **Article 23**

You have the right to special education and care if you have a disability, as well as all the rights in this convention, so that you can live a full life.

### **Article 28**

All children have the right to a good primary education, which should be free.

## **Introduction**

This Code of Conduct was written by the Governing Body in liaison Senior Leadership Team.

St Mary's RC Primary Academy Boston supports the aims of UNICEF charter on Rights and Responsibilities of the child with respect to education. In Articles 28 and 29 of the charter it states that all children have a right to an education, but with this comes the responsibility to make the most of that education and to ensure that others are able to make the most of their education.

This code of conduct, as adopted, applies to all those employed at St Mary's RC Primary Academy Boston.

This code is designed to set out required standards and help employees understand the working relationship between themselves, their colleagues, pupils and members of the public to whom they deliver a service.

Staff must comply with this Code as it forms part of their terms and conditions of employment. St Mary's RC Primary Academy Boston believe that employees are responsible for their actions. Headteachers and Governors will ensure that staff are fully briefed on the content and have access to a copy of the Code of Conduct, it is however the responsibility of all staff to read the Code.

If any of the provisions contained within the Code of Conduct, related Codes of Practice or Policies are not fully understood, then the employee must, in their own interest, seek clarification from the Headteacher.

If an employee's actions or behaviour fall below the standards set out in this Code, then St Mary's may take formal disciplinary action which may include the full range of disciplinary sanctions. Serious misconduct, criminal offences or other acts committed outside of working hours, which bring the St Mary's into disrepute or impact on the employee's ability to carry out their role, may also result in formal disciplinary action being taken, in accordance with the School procedures.

## **Values and Entitlements**

This code has been written to assist all staff in maintaining entirely proper and professional relationships with pupils. It relies heavily on the requirements of the Children Act 1989 and the Conditions of Employment of school teachers in Catholic Education. It attempts to provide a clear and open picture of the boundaries of teacher's roles and the use of power.

It is stress that this code is not a legal document, but is intended to provide guidance to staff in carrying out their responsibilities.

As public employees, staff are accountable to the public in their exercise of authority, their management of risk, proper use of resources and the active protection of pupils from discrimination and avoidable harm.

Staff need to be prudent about their own conduct and vigilant about the conduct of others, so that their relationships with the pupils remain entirely professional. It is recognised the staff are vulnerable to the possible consequences of their close professional relationships with their pupils and to the potential for malicious and misplaced allegations being made by a pupil either deliberately or innocently, arising from the member of staff's normal and proper associations with them.

## **General Principles**

All employees are expected to perform their duties with honesty, integrity, impartiality and objectivity in order to give the highest possible standards of service and avoid any conduct which could compromise them and St Mary's. Therefore, this code sets out required standards as referred to above.

- Employees should comply with the rules and procedures set by St Mary's in relation to actions and behaviours, including the Data Protection and FOI Policy.
- Employees working with young people are in a position of great trust. Serious breaches of that trust; assault or misconduct or deliberate disregard of policies and procedures meant to safeguard vulnerable service users and other recipients of our services will be regarded as potential gross misconduct.
- Employees have a responsibility for ensuring a safe learning environment for children and young people within St Mary's RC Primary Academy.
- Employees who believe that a colleague is acting in a way which might be harmful to the school or individual pupils, should raise the matter with the Head Teacher or in line with the Safeguarding and Child Protection Policy.
- Employees should have regard to the School's Behaviour Management Policy to provide guidance and support in dealing with behaviour issues as they arise.
- Employees should not demean or undermine pupils, their parents, carers or colleagues or display any discriminatory behaviour.
- Employees should comply with statutory provisions, which support the wellbeing and development of pupils.
- Employees should not bring the reputation and standing of St Mary's into disrepute.

## **Working Relationships**

- All employees have a right to be treated with dignity at work. Staff should always respect their colleagues, the pupils and the reputation of St Mary's RC Primary Academy Boston.
- All employees are expected to follow the School's policies on equality and diversity. All forms of harassment, including racial and sexual harassment, and harassment on the grounds of disability, religion, sexuality, age, gender, political affiliation, or membership of a trade union are unacceptable.
- All forms of bullying, including threats or verbal aggression towards colleagues is unacceptable and will be dealt with seriously by the School.
- If there are work related issues, which cannot be resolved informally with another colleague, the Line Manager should be advised.
- Employees should not be involved in decisions relating to any discipline, promotion, performance development review, or pay progression of any employee who is a relative, or with whom they have a close personal relationship. If an employee develops a close personal relationship where a conflict of interest might arise, they should notify their Line Manager/HR Provider.
- Employees should maintain an effective and professional working relationship with their colleagues.
- School policies, procedures and codes of practice should always be followed.
- An employee should never conceal a matter that should be reported, or damage, alter or falsify any document, form or record.
- It is the responsibility of the employee that if their personal circumstances change, i.e. change of address or home telephone number, they should inform a member of the school's Administrative team and make the relevant changes.

## **Dress and Personal Appearance**

All employees act as ambassadors for St Mary's and role models for the pupils, therefore a smart standard of dress and appearance is required for the workplace.

- Whilst at work, employees must be clean and tidy and ensure good personal hygiene.
- Name badges and identity passes must be worn at all times whilst on school premises.
- All employees are expected to wear smart dress at all times. Clothes should provide sufficient bodily cover and not be offensive or present a risk to health and safety i.e. flip flops and high heeled stilettos.

With this in mind, the following guidelines must be adhered to:

- No flip flops
- No miniskirts or shorts.
- No strappy / strapless tops.
- No low cut blouses, shirts or tops
- No jeans
- No leggings

Employees engaged in teaching physical activities with the pupils are expected to wear appropriate clothing i.e. Training shoes, track suits etc. whilst undertaking this activity. However, it is expected that employees change into smart dress as soon as is practical.

Within these general guidelines, clothes worn for cultural, religious or traditional reasons, whether on a day to day basis or to mark particular occasions will normally be acceptable at the Headteacher's discretion.

Any tattoos that are deemed to be offensive or inappropriate by the Headteacher, must be covered with clothing or tattoo makeup.

## **Staff Absences**

If absent due to illness the Assistant Headteacher should be informed by phone between 6.00 and 7.30 am. A return to work form must be completed upon return from any sickness and leave of absence. 1-3 day absence: back to work interview will take place with the Administrator or Assistant Headteacher, more than 3 days absence: back to work interview with Mrs Gleed-Thornley, Headteacher.

If unforeseen circumstances cause an employee to be late, please phone St Mary's RC Primary Academy Boston as soon as possible 01205 362092.

Permission for occasional absence in writing e.g. medical appointments should be obtained from the Headteacher on behalf of the Governors.

If absent teachers should email the School Administrator with planning information and a timetable - [enquiries@bostonstmarys.co.uk](mailto:enquiries@bostonstmarys.co.uk)

## **Working and the Law**

Employees have a duty at all times to uphold the law.

Teaching is a notifiable occupation, which means that the police report any conviction or caution given to a teacher to the Department for Education (DFE). Offences involving a risk of harm to children or to vulnerable adults are considered by the Disclosure and Barring Service (DBS). All other convictions and cautions are passed to The Teaching Agency which has a role in determining if a caution or criminal offence is relevant to a teacher's registration.

An employee should inform the Headteacher if they are charged with any offence, including driving offences and if they receive any criminal conviction. The Headteacher will then consider if any follow up action is necessary such as a disciplinary hearing. Some offences would be classed as serious and would fall under the definition of gross misconduct.

Employees must comply with the requirements of statutory bodies relating to the examination, assessment and evaluation of pupil achievement and attainment. They must not alter, falsify or add to; scripts for SAT's, and should not provide unauthorised photocopies of forthcoming examination papers to students.

## **Working Safely**

It is the duty of all employees to take reasonable care of their health and safety and that of others who are affected by what they do or do not do. They should also ensure that they keep up to date with health and safety guidance as provided by the St Therese of Lisieux CMAT.

- Employees working in one to one situations with children and young people may be more vulnerable to allegations. They should therefore assess the need to have another adult present and consider the location and facilities to ensure their own security and safety and that of the child/young person.
- An employee should use any safety clothing and equipment provided by St Mary's that is needed in their role and ensure that the equipment is not misused, neglected or damaged.
- Employees must take reasonable care of pupils under their supervision with the aim of ensuring their health and safety. Please see the STL Health, Safety and Environmental Policy and Educational Visits Policy.
- Alcohol should not be consumed during the working day. Employees should make sure that if they do drink alcohol at any time when they are off duty, it does not affect their ability to carry out their work or in any way damage the reputation of St Mary's.
- Employees should not take any non-medical substance, such as drugs, that may affect their performance at work. Prescribed drugs may be taken but if a GP gives an employee any medication that may have a negative effect on their performance, they should tell the Headteacher in confidence. The use of illegal substances may not only result in formal action, including the possibility of summary dismissal, but may also be reported to the police.
- St Mary's RC Primary Academy operates a No Smoking Policy. Please see the STL Smoke Free Policy.

## **Mobile Phones - Employee Use**

Staff will not use personal mobile phones while working. This protects staff from being distracted from their work and from allegations of inappropriate use. Phones must be kept in class cupboards and should be on silent so that they cannot be heard by the pupils. Phones should only be used in the staff room with respect of others using the area. Please see the Mobile Phone Policy for more information.

## **Working with Integrity**

- If St Mary's RC Primary Academy Boston wishes to sponsor an event or service, no employee, relative or friend should benefit from such sponsorship in a direct way without there being full disclosure to, and prior approval by the Headteacher.
- Employees are required to declare to the Headteacher, any pecuniary interests which could conflict with the St Mary's RC Primary Academy's interests, including any Directorships or equivalent position, which they may hold.
- Deliberately giving false information on claims such as mileage, travel/subsistence allowances, self-certification forms or attendance records will be deemed as fraud. All documents/forms/records should be completed honestly.
- Activities/private interests/outside employment, which employees may participate in when they are not at work, must not bring the School into disrepute. Employees should not put themselves in a position which could result in public confidence in St Mary's being weakened.

## **Working with Money and Property**

- Employees should ensure that they use school funds entrusted to them in a responsible and lawful manner.
- Financial and Accounting procedures within the School should be followed at all times.
- St Mary's RC Primary Academy's property such as stationery, photocopiers etc. may be used for business only, unless permission has been given for other use. Facilities such as telephones, Internet, e-mail and other ICT facilities can only be used in accordance with school policy e.g. use of facilities by recognised trade unions and/or with the permission of the Headteacher.
- Employees should follow School's policy and procedures on computer virus protection. A virus, which is maliciously hidden in a programme, can corrupt and damage computer files and discs. Employees need to be made aware that if they knowingly introduce a computer virus, this is not just a contravention of expected behaviour within their employment, they are breaking the law.
- Employees should ensure that they follow St Mary's security procedures in relation to the use of computers and the proper management of computer held information. Particular care must be taken to observe established procedures when using passwords and logging on and off. Employees should never share a password or similar security device that may lead to unauthorised access to the Schools systems or property.
- Staff should gain proper prior approval from the owner of the copyright before copying computer programmes (software) and other literature for personal use as it is an offence (Copyright, Designs and Patents Act 1988).
- Staff should return any property or equipment which they have been allowed to borrow from St Mary's as soon as they leave their job or when requested by the Headteacher.

## **Disclosure of Information and Confidentiality**

Staff may have access to confidential information about children and young people in order to undertake their responsibilities. In some circumstances they may have access to or be given highly sensitive or private information. These details must be kept confidential at all times and only shared when it is in the interests of the pupil to do so. They should gain the permission of the Headteacher before disclosing this information to any unauthorised party, in order to protect the employee from any accusations of inappropriate use.

Information held by the St Mary's in relation to staff and pupils will be subject to the provisions of the STL Staff Privacy Notice. Staff should never put themselves in the position where the disclosure of information puts themselves, a colleague, a pupil or the reputation of the school at risk.

Staff should respect the confidentiality of meetings and the contents of any confidential documents.

## **Whistleblowing**

Under the Whistleblowing policy and procedure, if an employee believes that there has been any fraud, unreported personal data breach, irregularity, improper behaviour towards a pupil, corruption or the law has been broken, they should report such incidents under this policy.

The Whistleblowing policy is intended to encourage and enable employees to raise concerns safely and without fear of retribution rather than overlooking a problem. St Mary's will not tolerate harassment or victimisation and will take action to protect any Staff when they have raised a concern in good faith. Similarly, no Staff must treat another Staff less favourably on the grounds that that Staff has, intends, or is suspected of doing anything under the Whistleblowing procedures.

## **Further Reading**

This Code of Conduct links to the following Policies:

- Behaviour
- Mobile Phone
- Safeguarding and Child Protection
- IT Acceptable Use
- E-Safety
- Data Protection and Freedom of Information
- Keeping Children Safe in Education
- First Aid
- Medical Needs
- Special Educational Needs and Disabilities
- Intimate Care
- Whistle Blowing
- Working Together to Safeguard Children
- Staff Handbook
- STL Smoke Free
- STL Staff Privacy Notice

## **Review**

This code of conduct will be kept under review in the light of recommendations and guidance issued nationally in relation to standards of conduct in public life and revised as necessary.

Signed .....  
Chair of Governors

Date .....