

The Grange School

Code of Conduct (Staff)

September 2019
To review September 2020

THE GRANGE SCHOOL DAVENTRY

The Grange School 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 2019-2020

1. Introduction

- The public is entitled to have trust and confidence in the integrity of the The Grange School, 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 The Grange 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. All staff must follow and abide by our school's staff values. This is an integral part of our staff induction programme.*
- *All staff should follow the guidance issued in the school's Acceptable Use policy, with particular regard to advice on use of social media. Staff should also ensure that mobile phones are switched off and stored safely, away from children. Staff should never use their mobile phones in the presence of children and these should not be present in lessons. Where an extra-ordinary need to do so arises, staff should seek permission from the Head Teacher.*

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, political or religious 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 The Grange School must conform to the requirements of the Data Protection Act 2002 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 Head Teacher.
- 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.
- *Any and all information about a child is confidential. Confidential information belonging to the school must not be disclosed to any person not authorised to receive it. Parents should be kept informed by class teachers; with information being delivered sensitively and appropriately. Children should never be discussed outside of school.*

5. 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. 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.

7. 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 appropriate clothes, including shoes. 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, trainers (except in PE lessons) and revealing clothes, such as short shorts / skirts or low cut tops, must be avoided. Tattoos should be discreet, appropriate and also covered as much as possible. Facial piercings should be discrete or covered. All employees should wear ID badges at all times.*
Teachers should also ensure that they wear appropriate PE clothing for PE lessons. The Grange School is committed to promote diversity and will therefore respect individual preference in terms of customs, culture, religion and tradition.

8. General:

- In accordance with the school's Equality Plan 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.
- *This is a **happy, positive school** and staff should demonstrate this in their daily demeanour. **Negativity breeds negativity and therefore, there is no place for it in our school.** Where issues arise, staff should deal with these sensitively and appropriately, requesting support from the Head Teacher where necessary. Interactions with any other person should demonstrate openness, transparency, sensitivity and positivity (even when delivering a negative message). The old adage of treating others as we would wish to be treated should be held in the highest regard.*
- *We are **unfailingly and consistently** positive about, with and to children, and always remember that any inappropriate behaviour is the child's way of trying to communicate something (difficult) to us. **This school does not tolerate negativity of any kind and conversations with or about a child, or their family, should always be positive and constructive.** Staff who have experienced / witnessed negativity of any kind should **immediately challenge this** -*

politely, discreetly and in a non-confrontational way. It is our duty to lead by example and promote the ethos of the school. Any persistent or repeated negativity should be reported, as a concern, to the Senior Leadership Team, following appropriate procedures.

- *Staff should be mindful of the needs of others at all times and should deal with conflict or inappropriate behaviour sensitively. This applies to all members of our school community. **We do not raise our voices to adults or children.** Raised voices cause confusion, uncertainty and fear and are counter-productive in trying to move any situation forward. We will not tolerate this type of behaviour and it will always be dealt with as a disciplinary matter.*

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 Head Teacher for advice before they take any action.

10. Disciplinary Action

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

(Obviously, all advice in this policy applies at all times. However, the text in *italics* relates to everyday working practices and may be useful to staff on a daily basis).