



STUKELEY MEADOWS PRIMARY SCHOOL

ABRIDGED STAFF/VOLUNTEER CODE OF CONDUCT

Introduction

This Code of Conduct reflects relevant legislation, expectations and principles for employees, but in this case applying also to volunteers. The requirement that only the highest standards of appropriate behaviour and integrity are expected is paramount. The code sets out the minimum standards that should apply, and is not exhaustive. Inevitably, some issues affect some staff groups more than others and a 'common sense approach' should be employed to the application of the Code of Conduct to different staff groups (eg. volunteers). However, all employees and volunteers are covered by this code, and as such, non-compliance or claimed ignorance of the code will normally result in further action being taken.

1. General Requirements

As an adult/young person at Stukeley you must:

- Make the safeguarding of all children and adults your utmost priority
- Read all accompanying documents (to this code) as directed
- Attend your placement (applies to volunteers on work experience)
- Aim to be punctual in time keeping;
- Be honest and trustworthy;
- Follow Health and Safety procedures;
- Take care of yourself, your colleagues and others whilst at the school;
- Display commitment to the aims and values of the school, conducting yourself in a manner consistent with these statements at all times;
- Conduct your work in a co-operative manner;
- Follow reasonable management instructions (from members of the Leadership Team and where appropriate), ensuring that at no time do you knowingly undermine the smooth running of the school;
- Accept and adhere to school policies and procedures, carrying them out as fully as possible;
- Take care of school property, making careful and best use of all resources provided;
- Undertake your duties and responsibilities effectively, efficiently and diligently;
- Show respect for all people within the school at all times – for children, their families, for colleagues, for the wider community, for employees from other agencies – within the course of your duties, by being polite and courteous to and about others;
- Respect the rights of individuals to hold religious or political beliefs, or sexual orientation, different to your own;
- Maintain appropriate levels of confidentiality at all times;
- Follow appropriate lines of communication for concerns or complaints;
- Disclose as required on appointment, or at any time, any civil, criminal charges or convictions;
- Not misrepresent professional qualifications;
- Represent the school positively at all times;
- Dress in a manner that is appropriate to your role in the school;

2. With Children

- Remember that the emotional, physical, intellectual and moral welfare of the children is the prime purpose and first concern of our school;
- Behave with compassion and impartiality;
- Be sensitive in expressing criticism of children and avoid hurtful comments of a personal nature;
- Do nothing to abuse, exploit or undermine the staff/pupil relationship, which is based on trust;
- Respect the confidentiality of information relating to children unless its disclosure is either required by law or is in the best interests of a particular child;
- Ensure that reports are based on factual and objective information.

3. With Parents/Carers

- To only discuss a child with a parent/carer with the 'acknowledgement' of your Line Manager or class teacher

4. With Colleagues

- Exercise the duty of care to all colleagues – for their physical and emotional health and well being;
- Acknowledge the various roles and responsibilities that colleagues have within school;
- Respect colleagues, particularly when making any assessments or observations of their work, making objective judgements, comments, observations or assessments at all times;
- Not denigrate a colleague in the presence of others;

5. With the Wider Community

- Promote a good working relationship with parents/carers, governors and other representatives of the local community, in order to create a clear understanding by them of the vision, mission statement and aims of the school;
- Be aware of the involvement of the community in the life of the school and understand its unique social, economic and cultural position;
- Recognise the need of the community to use the school facilities, subject to the requirements of the school.

6. Mobile Technology

The use of mobile phones and other mobile technology (eg. tablets etc) is not permitted in school where children are present. They should be stored away while you are in school, unless given specific permission by the Class Teacher in extenuating circumstances. The taking of photographs etc using mobile devices is not permitted.

7. Social Networking Sites

Use of social networking sites should be undertaken with due care and attention. In particular, use of such sites should not involve communication regarding your employment at this school or any activities which may bring the school into disrepute and / or may question your suitability to work with children. Under no circumstances, should there be any naming of either staff or children when using such sites.