St Richard's VC Academy
Staff Code of Conduct

Date policy produced: **March 2019**
Produced by: **St Cuthbert's RC Academy Trust**

Date policy reviewed:
July2020
Reviewed by: E Cook

Other related academy policies that support this Staff Code of Conduct include; Anti-bullying, Behaviour, Child Protection, Disciplinary, E-Safety (AUP), Induction, Supporting Children with Medical Needs & Whistle Blowing Policy.

At St Richards, we do not discriminate against any child or adult on the grounds of race, disability, gender, age, gender reassignment, religion, maternity, pregnancy, sex or sexual orientation. We embrace the individuality of all our community members and comply fully with the Equality Act 2010.

1. Introduction

The safety and well-being of our children is of the utmost importance, and we believe "**children come first**" and expect our staff to "**go the extra mile**" in the pursuit of excellence. In order for us to provide a consistent culture of safeguarding, all staff (paid and volunteers) must actively follow procedures, understand policies and take responsibility to promote a vigilant, safe and secure environment in which they always act in the best interests of children.

2. Purpose

The Code of Conduct is designed to give clear guidance on the standards of behaviour, which all staff are expected to observe. School staff are in a unique position of influence, and therefore, must model the highest possible standards. All staff have an individual responsibility to maintain their reputation and the reputation of the school whether inside or outside working hours.

Breach or failure to observe provision of this document may lead to action being taken under the school disciplinary procedures.

3. Scope

This Code of Conduct applies to:
- All members of staff, including teaching and support
- Volunteers, including Governors
- Casual workers
- Temporary and supply staff, either from agencies or engaged directly
- Students placements, including those undertaking initial teaching training, apprentices

4. Professional standards of work

Staff are expected to demonstrate the highest possible standards of personal and professional conduct and behaviour, and consistently act with honesty and integrity. The school expects staff to treat each other, pupils, parents and the wider school community with dignity and respect at all times.

Key principles expected of staff
- Act professionally at all times to promote the welfare, health and safety and well-being of pupils.
- Take responsibility for your actions and behavior, and avoid any conduct which could lead a reasonable person to question your motives or intentions.
- To understand policies and procedures plus work in accordance with DfE ***Keeping Children Safe in Education*** and ***Safer Working Practice for Adults who Work with Children (2015)***.
- At all times set good examples to our pupils, parents and colleagues. <u>You are a role model.</u>

- Ensure you dress appropriately, decently and safely for the role you undertake, as well as setting a good example to both pupils and visitors.
- Maintain confidentiality about anything that you see or hear on the workplace or in school, so that colleagues, parents, pupils and outside agencies can trust us, and as a way of showing respect to fellow professionals.
- Report any concerns relating to unsafe practice or other staffs inappropriate conduct towards pupils.
- It is not acceptable to give gifts to pupils unless, it is part of the agreed rewards system.
- You have an obligation to share with the Headteacher or Designated Safeguarding Lead any information which gives rise to concern about the safety or welfare of a pupil.
- Any work undertaken outside of school, either paid or voluntary must not conflict with the interest of our school nor be at a level which may contravene the working time regulations, affects your work performance or call into question your suitability to work with children.
- Always treat everyone with respect, and behave in a positive way.

Staff signature: ………………………………..   Date:……………………………..

Print name:………………………………………..