

Code of Conduct for Staff, Supply & Volunteers of Wilton and Barford CE VC Primary School

1. Introduction

The public is entitled to have trust and confidence in the integrity of The School Community, its staff, governors and volunteers.

Your conduct must therefore be of the highest standard. Confidence in the integrity of people working (paid or unpaid) within schools will be shaken by suspicion, however ill founded, that you could be influenced by improper motives.

This Code of Conduct has therefore been prepared to achieve these aims:

- ☉ To tell you about some of the statutory, national and local obligations which govern your conduct as an employee/volunteer of Wilton and Barford Primary School.
- ☉ To help you on issues of conduct by providing a framework of guidelines.

You must read and follow this Code. You will have to sign the attached form and return it to your Headteacher to show that you have read it. If any points are unclear or you are not sure of the appropriate action to take in a situation, whether or not it is covered in this code you must consult your Headteacher.

2. Children's Rights

The aim of this code is also to ensure that children and young people have the right to:

- be and feel secure.
- respect;
- information about themselves;
- be protected from harm;
- have a say in their life;
- a good start in life;

3. Scope

This Code of Conduct applies to all people working in Wilton and Barford Primary School whether they are paid, contracted or volunteers.

4. General Obligations

You must act with utmost good faith with regard to the business of Wilton and Barford Primary School, and must do all in your power to promote the school's interests and not do anything which may adversely affect The School's reputation.

5. Statutory, National and Local Obligations

Teaching staff must adhere to the terms and conditions outlined in The School Teachers Pay and Conditions Document, a copy of which can be found in the school office.

Sections 35 and 36 of the Education Act 2002 apply to the staffing aspects in relation to schools.

Other relevant documents include:

- MDSA handbook
- disciplinary procedure
- *Governors' Code of Conduct*
- Safeguarding Children procedures
- Safer working practices for adults who work with children
- Social Network policy

Your Headteacher is responsible for telling you about these. If you are not certain about a course of action you must ask.

6. Public Duty and Private Interest

Your off-duty hours are your own personal concern. It is important, however, that you do not put yourself in a position where your duty to The School and your private interests conflict.

You are expected to abide by the policies of The School. Your own personal or political opinions must not interfere with the provisions of balanced professional advice or your duty to carry out those policies.

7. Confidentiality and Information Disclosure

You 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 your actions. This includes information relating to school business and pupil data.

- You 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 your Headteacher.
- You must not use information obtained in the course of your duties to the detriment of The School or for personal gain or benefit; nor should you impart this information to others who might use it in such a way.
- Confidential information belonging to The School must not be disclosed to any person not authorised to receive it.

8. Other Employment

- You 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 you do have another job it must not conflict with The School's interest or bring The School into disrepute.
- If you have another job with another organisation you must not act as a messenger, go between or arbitrator between that organisation and The School. Formal channels of communication must be maintained.

- Your working commitments to another employer must not interfere with your work for The School; you must be able to work for The School at the contracted/arranged times rested and refreshed.

9. Use of School Time and Facilities

- Whilst on duty you should be working. The School's property and facilities (e.g. stationery, display screen equipment, photocopiers, and car park) may only be used for official school business unless permission for their private use has been granted.
- You may use The School telephone to make private calls. You must pay for all calls and record details of the time, duration, destination and cost of all calls immediately after they are made. Bills must be settled regularly.
- You must account for all money and property for which you are given responsibility in the course of your work.

10. Publication of Books/Articles

- If you want to publish books, articles, letters, dissertations etc which you have written in connection with your duties and in which you describe yourself as holding an appointment with The School, you must first consult your Headteacher.

11. General

- In accordance with The School's Equal Opportunities Policy you must ensure that you do not discriminate in recruitment and employment practices or in the delivery of services. You must also ensure that in your dealings with the local community, all members of the public are treated with respect and fairness.
- You must also comply with the requirements of any professional body of which you are a member e.g. GTC, CIPD, ATT, CIPFA.
- Serious misconduct and/or criminal offences committed during or outside of working hours which bring you or The School into disrepute will be the subject of disciplinary action which could lead to dismissal.
- Criminal convictions received post CRB check must be disclosed to the Headteacher.
- Staff Dress Code. To dress professionally shows pride, effort, respect for yourself and your profession. School staff are role models, and as such, are expected to set a good example. They should be neat, clean, smart and tidy wearing clothes which are commensurate with their post in the school. 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. Denim items should be avoided. Wilton and Barford Primary School is committed to promote diversity and will therefore respect individual preference in terms of customs, culture, religion and tradition.
- Staff are not expected to mention school business or names on Social Networking Sites such as Facebook and Twitter. They are not allowed to be 'friends' with pupils whilst they are at the school

and should carefully consider whether this is suitable after pupils leave the school and remain under the age of 18.

12. Financial Inducements, Gifts, Hospitality and Sponsorship

- You 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 as part of your official duties. These must be authorised in advance by your Headteacher.
- 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.

13. Disciplinary Action

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

14. Further Information

- This Code of Conduct cannot cover every eventuality. Its purpose is to alert you 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 you are uncertain about what to do in a particular situation or you require further information or guidance on the appropriate course of action to take in any situation you must contact your Headteacher for advice before you taken any action.
- Please sign the tear-off slip below and forward it to the Headteacher.

I confirm that I have read and understood the Code of Conduct for Wilton and Barford Primary School 2013 and agree to abide by its contents.

Signed:

Date:

Capacity Involved with The School:

Please return this slip to the School Business Manager by 9th September 2013.