

PAULTON JUNIOR SCHOOL

Paulton Junior 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

1. Introduction

The public is entitled to have trust and confidence in the integrity of the Paulton Junior School Community, 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 Paulton Juniors 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. Staff set an example to pupils. They will:

- Maintain high standards in their attendance and punctuality
- Never use inappropriate or offensive language in school
- Treat pupils and others with dignity and respect
- Show tolerance and respect for the rights of others
- Not undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- Express personal beliefs in a way that will not overly influence pupils, and will not exploit pupils' vulnerability or might lead them to break the law
- Understand the statutory frameworks they must act within
- Adhere to the Teachers' Standards

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 or political opinions do not interfere with the provisions of balanced professional advice or their duty to carry out those policies.

4. Confidentiality and Information Disclosure – including on social media

Adults working at Paulton Juniors must conform to the requirements of GDPR 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 Headteacher.
- 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.
- Confidential information belonging to the School must not be disclosed to any person not authorised to receive it.
- No comments to be made with specific reference to any part of school life or to school staff, which is negative, on any social media platform.
- School staff's social media profiles should not be available to pupils. If they have a personal profile on social media sites, they should not use their full name, as pupils may be able to find them. Staff should consider using a first and middle name instead, and set public profiles to private.
- Staff should not attempt to contact pupils or their parents via social media, or any other means outside school, in order to develop any sort of relationship. They will not make any efforts to find pupils' or parents' social media profiles.
- Staff will ensure that they do not post any images online that identify children who are pupils at the school without their consent.

5. 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 clothes, including shoes, 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. However, denim, flip flops and revealing clothes, such as short skirts/shorts or low cut tops, should be avoided. Tattoos which cause offence should also be covered and

facial piercings should be discrete or covered. Extreme haircuts are not permitted. For health and safety reasons jewellery should be kept to a minimum and be appropriate to the role.

Paulton Junior School is committed to promote diversity and will therefore respect individual preference in terms of customs, culture, identity, religion and tradition.

6. Other Employment

- 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.

7. 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.
- Staff will observe proper boundaries with pupils that are appropriate to their professional position. They will act in a fair and transparent way that would not lead anyone to reasonably assume they are not doing so.

If staff members and pupils must spend time on a one-to-one basis, staff will ensure that:

- This takes place in a public place that others can access
- Others can see in to the room
- A colleague or line manager knows this is taking place
- Staff should avoid contact with pupils outside of school hours if possible.
- Personal contact details should not be exchanged between staff and pupils. This includes social media profiles.
- While we are aware many pupils and their parents may wish to give gifts to staff, for example, at the end of the school year, gifts from staff to pupils are not acceptable.
- If a staff member is concerned at any point that an interaction between themselves and a pupil may be misinterpreted, this should be reported to their line manager or the headteacher.

8. 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.

9. Disciplinary Action

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

10. 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 Headteacher or their line manager for advice before they taken any action.
- Please sign the Code of Conduct.

DATE OF POLICY: January 2016

REVIEWED: September 2017 September 2018 September 2019 September 2020

Dec 22

Next review: December 23

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I confirm that I have read and understood the Code of Conduct for Paulton Junior School 2020 and agree to abide by its contents.

Signed:.....

Date:.....

In what capacity are you involved with Paulton Junior School?

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