

St Anne's RC Primary and Nursery School Audenshaw

**CODE OF CONDUCT FOR STAFF AND VOLUNTEERS 2018-2019**

*St Anne's is committed to safeguarding and promoting the welfare of children  
and expects all staff and volunteers to share this commitment.*

**Mission Statement** "To help every person to achieve his or her best in work and in play.

To celebrate whatever is good and to follow n the footsteps of Jesus by supporting each other for the honour and glory of God".

**Rationale**

Our Parish and Community are entitled to have trust and confidence in the integrity of the St Anne's RC Primary and Nursery School, its staff, governors and volunteers.

In order to achieve this, the conduct of all must be of the highest standard.

This Code of Conduct has been prepared in line with our Mission Statement and to assist employees and volunteers on issues of conduct by providing a framework of guidelines.

**Guidelines**

- Adults working at St Anne's 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.
- The time when we are not in school is an employee's / 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.
- Adults working at St Anne's 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 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.
- All staff must also sign the Confidentiality Agreement at the start of each academic year.

### **Staff Dress code**

To dress professionally shows pride, effort and respect for oneself and one's profession. Adults in St Anne's are role models for our children and each other. It is, therefore our responsibility to model appropriate dress and appearance when acting in a professional capacity.

Adults should be neat, clean, smart and tidy, wearing clothes which are commensurate with their post in the school.

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, tracksuits and revealing clothes, such as short skirts or low cut tops, should be avoided. Tattoos should also be covered and facial piercings should be discrete or covered. Extreme haircuts, including unnatural colours, are not permitted.

St Anne's RC Primary and Nursery School is committed to promote diversity and will therefore respect individual preference in terms of customs, culture, religion and tradition. (See Policy for Equality)

### **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.

**All staff will:**

- 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.

**Financial Inducements, Gifts, Hospitality and Sponsorship**

- Please see Gifts and Hospitality Policy

**Disciplinary Action**

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

**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 Associate / Headteacher for advice before they taken any action.
- Please sign the attached slip and forward it to the Mrs Derbyshire, The School's Bursar.

REVIEW DATE: July 2019

I ..... confirm that I have read and understood the Code of Conduct for St Anne's RC Primary and Nursery School and agree to abide by its contents.

Signed:

Date: July 2018

Capacity Involved with The School: