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# Marlborough St Mary's CE VC Primary School



MARLBOROUGH  
**ST MARY'S**  
PRIMARY SCHOOL

## Code of Conduct

# **Marlborough St Mary's CE VC Primary School**

## **Code of Conduct**

Code of Conduct for Staff, Governors, Supply and Volunteers  
(Incorporating the Code of Conduct for Safe Working Practice)

### **Introduction**

The public and all stakeholders are 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 and 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 Marlborough St Mary's Primary School, including acceptable and desirable conduct to protect both adults and pupils
- To help you on issues of conduct by providing a framework of guidelines.
- To provide a guide to acceptable and desirable conduct

You must read and follow this Code. You must sign the attached form and return it to the 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 the Headteacher or, in her absence, the Deputy Headteacher.

### **Section 1: Code of Conduct for Safe Working Practice**

Code of conduct for safer working practice / LA Circular No. A124/14 / revised April 2014

#### **Keeping Children Safe in Education Code of Conduct for Safer Practice**

##### **Introduction**

This document provides a guide for adults working in schools (including staff, governors, volunteers and visitors) about acceptable and desirable conduct to protect both adults and pupils. It refers to and complements other policies and guidance in your school, including:

- School Child Protection Policy
- School Behaviour Policy
- School policy on physical interventions
- School ICT and E-Safety policies

This policy is based upon the DCSF document 'Guidance for Safe Working Practice for Adults Who Work with Children and Young People (education version)' March 2009), in

which you can find useful examples of acceptable and unacceptable conduct, together with discussion of the issues raised.

All adults working in the school should know the name of the Designated Safeguarding Lead in the school, be familiar with the school's child protection policy, and understand their responsibilities to safeguard and protect children and young people.

### **Basic principles**

- Adults working in school are responsible for their own actions and behaviour and should avoid any conduct which would lead a reasonable person to question their motivation or intentions
- Adults working in the school must work and be seen to work in an open and transparent way
- Adults should discuss and/or take advice promptly from their line manager or another senior member of staff about any incident which could give rise to concern. This would include reporting infatuations by a pupil for that or another member of staff, to ensure that such situations can be handled promptly and sensitively
- A record should be kept of any such incident and of decisions made/further actions agreed, in accordance with school record keeping policy
- Code of conduct for safer working practice / s.175 implementation / DRS / revised April 2014
- Staff should apply the same professional standards regardless of gender or sexuality
- Staff should be aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them

### **All staff, volunteers and visitors to the schools must:**

- Be familiar with and work in accordance with the school's policies, including in particular
  - Child Protection
  - Behaviour
  - Physical Intervention
  - E Safety
  - Intimate Care
  - Health and Safety
  - Use of Photography and Video
  - Whistle-blowing
  - ICT
- Provide a good example and a positive role model to pupils
- Behave in a mature, respectful, safe, fair and considered manner. For example, you must ensure that you
- Are not sarcastic, and do not make remarks or 'jokes' to pupils of a personal, sexual, racist, discriminatory, intimidating or otherwise offensive nature
- Do not embarrass or humiliate children
- Do not discriminate favourably or unfavourably towards any child. For example,
- Treat all pupils equally – never build 'special' relationships or confer favour on particular pupils
- Do not give or receive (other than token) gifts unless arranged through school
- Ensure that your relationship with pupils remains on a professional footing. For example, you must:

- Only touch pupils for professional reasons, and when this is necessary and appropriate for the pupil's wellbeing or safety (more guidance on this is set out in the DfES Guidance for Safe Practice referred to above)
- Not behave in a way that could lead a reasonable observer to question your conduct, intentions or suitability to care for other people's children
- Not make arrangements to contact, communicate or meet with pupils outside your work (this includes use of email, text and other messaging systems)
- to the provisions of the Sexual Offences Act 2003, which creates a criminal offence of abuse of a position of trust (when a person aged 18 or over is in a 'position of trust' with a person under 18 and engages in sexual activity with or in the presence of that child, or causes or incites that child to engage in or watch sexual activity).

As a general principle, when thinking about taking any course of action with a pupil or other child, adults should ask themselves the following questions:

- Is this needed to meet the pupil's needs?
- Is there a professional reason for me to do it?
- Can I do it in a way which is safe for both the child and for me?

Only if the answer to all three questions is YES should the adult take the course of action.

### **Reference documents**

- Keeping Children Safe in Education 2014
- School policies handbook
- LSCB Local Safeguarding Children Procedures
- Guidance for Safe Working Practice for Adults who work with Children and Young People (education version) DCSF March 2009

## **Section 2: Computer Use**

- The internet should be used for School business. However reasonable personal use is permitted, in your own time, as long as this does not interfere with the performance of your duties or the work of other staff.
- Passwords used to access school systems must be kept secure and secret – if you have reason to believe that any password is no longer secure please tell the Headteacher
- Always adhere to copyright regulations.
- Always log off the system when you have finished working.
- Always switch off computers and interactive whiteboards at the end of the school day
- You are responsible for the safety of school data that you use or access.

### **You must not:**

- Undertake unnecessary internet browsing and make excessive personal use of the internet e.g. social network sites (Facebook), chat rooms, and instant messaging services.
- Conduct private business or commercial interest
- Deliberately visit, view, download or circulate material from any website which is offensive, obscene or indecent in any way e.g. pornographic, sexist, and racist, etc.
- Update web content or use pictures or text that can identify the school, without the permission of the Headteacher.

- Open e-mail attachments unless they come from a recognised and reputable source. Any such attachments should be brought to the attention of the Network Manager / school technician / headteacher.
- Send any e-mail messages that may damage the reputation of the school. (All joke e-mails and attachments are potentially damaging and undesirable and therefore should not be forwarded).
- access the files of others or attempt to alter the computer settings.
- Alter, attempt to repair or interfere with the components, software or peripherals of any computer that is the property of the school. Seek permission of the school's technician / Network Manager should additional software need to be installed.
- Place inappropriate material on the internet. This includes:
  - Placing an individual's personal information on the internet. This requires their "explicit written permission" under the Data Protection Act 1998.
  - Offensive or libelous material.
  - Information that conflicts with the Council's or the School's interests or interferes with the performance of your duties.

This list is not exhaustive

**You should be aware that:**

- Online banking or purchasing of goods is conducted at your own risk.
- Information on the internet may be inaccurate. Whilst the internet can give access to large amounts of up-to-date information, it is uncontrolled and there could be risks in using unregulated information.
- The Council monitors e-mail and internet use in order to
  - Plan and manage its resources effectively
  - Ensure that users act in accordance with the Council's Policies and Procedures
  - Ensure that supervision and standards are maintained.
  - Prevent and detect Crime.
  - Investigate unauthorised Use.

**In order to maintain the security of data the following steps should be taken:**

- Data files in your user area should only be stored for as long as is necessary to carry out professional duties.
- Data files should not be transferred to a PC or laptop other than that provided by the school.
- If sensitive data files need to be transferred and no secure electronic option is available only do so using the encrypted USB key provided by the school.
- Sensitive data will only be sent electronically through a secure method, e.g. SecureNet Plus. If this is not available then the minimum requirement is to password protect the document before attaching it to email.
- Sensitive data includes: Pupil reports, SEN records, Letters to parents, Class based assessments, Exam results, whole school data, Medical information, Information relating to staff, e.g. Performance Management reviews.
- If you are in any doubt as to the sensitivity of data you are using, consider these questions:
  - Would disclosure / loss place anyone at risk?
  - Would disclosure / loss cause embarrassment to an individual or the school?
  - Would disclosure / loss have legal or financial implications?

If the answer to any of these questions is yes, then the data should be treated as sensitive.

## **Section 3: General Conduct**

### **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 these policies.

It is important that your conduct at all times and in all situations, including use of social networking sites reflects positively on your position at the School.

### **Confidential 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, pupil data and information contained in pupil's home/school communication books.

You must not disclose personal or financial information about any member of the school or its stakeholders to any unauthorised person, external organisation or agency without the express consent of the individual concerned or that of the 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.

### **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 a job with another organisation you must not act as 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.

### **Use of School Time and Facilities**

Whilst on duty you should be working. The School's property and facilities (e.g. stationery, internet access, display screen equipment, photocopiers, 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 essential private calls. You must pay immediately for all calls and record details of time, duration, destination and cost of all calls immediately after they are made.

You must account for all money and property for which you are given responsibility in the course of your work.

### **Publication of Books and 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 the Headteacher.

### **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.

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.

### **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 the 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.

### **School property for home use**

Any school property e.g. ICT equipment and keys must be signed for and returned to the school when they are no longer required or at the end of your employment.

All reasonable measures must be taken to protect any equipment to the best of your ability.

### **Disciplinary Action**

Any breach of this Code of Conduct will be the subject of investigation and could result in disciplinary action/dismissal. Volunteers will not be asked back to help at the School if they have been involved in a breach of this Code of Conduct.

### **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 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 the Headteacher or Chair of Governors for advice before you take any action.

**Please sign the slip below and return to the School Office**

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**Marlborough St Mary's CE VC Primary School**

Code of Conduct for Staff, Supply and Volunteers  
(Incorporating the Code of Conduct for Safe Working Practice)

**I confirm that I have read and understood the Code of Conduct for Marlborough St Mary's Church of England Voluntary Controlled Primary School and agree to abide by its contents.**

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Capacity Involved with the School:** \_\_\_\_\_