St Mary's Roman Catholic Primary School

Wisdom & Faith

Ofsted Outstanding Provider

Code of Conduct for Employees Policy

Adopted and signed for on behalf of governing body: (Name)	
Date	30th November 2025
Policy to be reviewed on	Autumn 2026

St Mary's RC Primary School

Code of Conduct for Employees

Our Vision

'Developing each child's full potential in an outstanding learning environment on their journey in wisdom and faith.'

INTRODUCTION

As an employer, the Governing Body is required to set out a Code of Conduct for all school employees. As a Catholic School, all adults in school are expected to actively follow and live out our mission statement:

'St. Mary's School is committed to providing the best possible education for all children and to developing each child's full potential. The teachings of Christ inform all our efforts and the way in which we treat one another. We seek to provide an orderly, stimulating environment in which effort and personal success are rewarded, special gifts are catered for and needs are met.

The mission statement reflects how the family of St Mary's School is to conduct itself at all times. All communication and interaction between members of the family of St Mary's – governors, staff, children, parents, carers and visitors must reflect our mission statement.

Furthermore, as part of the Catholic Education Service terms and conditions, members of staff are expected:

- to be conscientious and loyal to the aims and objectives of the School
- to develop and maintain the Catholic character of the School
- to have regard to the Catholic character of the School and
- not do anything in any way detrimental or prejudicial to the interests of the school.
- not demean or undermine pupils, their parents or carers, or colleagues

In addition, all members of teaching staff are employed under the Teachers' Terms and Conditions of Employment and have a statutory obligation to adhere to the 'Teachers' Standards 2012', specifically Part 2 of the Teachers' Standards - Personal and Professional Conduct DfE 2012.

Staff should also be aware that a failure to comply with the Code of Conduct, outlined below, could result in disciplinary action including dismissal.

PURPOSE, SCOPE AND PRINCIPLES OF THE CODE OF CONDUCT

A Code of Conduct is designed to give clear guidance on the standards of behaviour all school staff are expected to observe, and the school should notify staff of this code and the expectations therein.

School staff are in a unique position of influence and must adhere to behaviour that models the highest possible standards for all the pupils within the school. As a member of a school community, each employee has an individual responsibility to maintain their reputation and the reputation of the school, whether inside or outside working hours. This Code aims to help all staff to understand what behaviour is and is not acceptable as an employee of our school.

SETTING AN EXAMPLE

All staff who work in our school set examples of behaviour and conduct which can be copied by pupils. Staff must avoid using inappropriate or offensive language at all times. All staff must, therefore, demonstrate the highest standards of conduct in order to encourage our pupils to do the same. All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.

PERSONAL AND PROFESSIONAL CONDUCT

All members of staff are expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout their career.

Members of staff should uphold public trust and maintain high standards of ethics and behaviour, within and outside school, by:

- treating pupils with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to a teacher's professional position
- having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
- showing tolerance of and respect for the rights of others
- not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs
- ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law
- being fully aware of GDPR regulations and follow school procedures related to GDPR
- Staff must have proper and professional regard for the ethos, policies and practices of the school in which they work, and maintain high standards in their own attendance and punctuality
- Staff must have an understanding of, and always act within, the statutory frameworks/contracts which set out their professional duties and responsibilities

SAFEGUARDING PUPILS

Staff have a duty to safeguard pupils from:

- physical abuse
- sexual abuse
- emotional abuse
- neglect

The duty to safeguard pupils includes the duty to report concerns about a pupil to the school's Designated Safeguarding Lead (DSL) for Child Protection.

The School's DSL is Karen Pluckrose, Headteacher

The Deputy DSL is Kelly Doody, Assistant Head/ Inclusion Manager

The Governor responsible for safeguarding is Lynette Murphy O'Dwyer, Chair of Governors

Staff are provided with personal copies of the school's Child Protection Policy and Whistleblowing Procedure, as well as the eight-page summary of the 'Keeping Children Safe in Education' document. Staff must sign to agree that they have read and understood these documents. Staff must be familiar with these documents. Copies of these are available in the staffroom.

As part of their duty to safeguard pupils Staff must:

- take the upmost care of pupils/students under their supervision with the aim of ensuring their safety and welfare.

Staff must not:

- use their own cameras or recording equipment or use their mobile phone for school activities. Any photograph/video must be taken using school equipment.
- use their own telephones/ mobile telephones or personal email addresses to contact parents or pupils
- carry or use their phone in areas used by pupils at times when pupils may be present.

Staff must only:

- save images of children on school computers, school laptops, school iPads or cameras

Staff who are in contact with pupils should not use their mobile phones in school during their directed hours / paid hours of employment. Outside of these times, mobile phones should only be used in areas of the school where pupils are not present or where staff cannot be seen by pupils.

PUPIL DEVELOPMENT

Staff must:

- comply with school policies and procedures that support the well-being and development of pupils
- co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils
- follow reasonable instructions that support the development of pupils

HONESTY AND INTEGRITY

Staff must :

- maintain the highest standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities
- comply with the Bribery Act 2010. A person may be guilty of an offence of bribery under this act if they offer, promise or give financial advantage or other advantage to someone; or if they request, agree or accept , or receive a bribe from another person. If you believe that a person has failed to comply with the Bribery Act, you should refer to the Whistle blowing procedure for schools
- declare gifts from suppliers or associates of the school to the Headteacher, or to the Chair of Governors if the Headteacher is the recipient, with the exception of "one off" token gifts from students or parents

Personal gifts from individual members of staff to pupils could be misinterpreted and are not allowed. This does not include gifts to the class at Christmas time, Easter or at the end of the academic year.

CONDUCT OUTSIDE WORK

Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the school or the employee's own reputation or the reputation of other members of the school community. Any such conduct could lead to dismissal.

In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are not acceptable.

Staff must:

- exercise caution when using information technology and be aware of the risks to themselves and others
- not use social media e.g. Facebook with pupils/ former pupils or parents
- ensure that their own social media pages cannot be accessed by pupils or parents
- not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute
- only use their school email account when communicating electronically with pupils, parents and colleagues
- only use their school email account for material related to their work in school
- not use their own telephones/ mobile telephones or personal email addresses to contact parents or pupils

Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school and is not to a level which may contravene the working time regulations or affect an individual's work performance.

All members of staff must, however, declare any business interests outside school that may be connected either to the supply of goods / services to the school or be rewarded through association with the school.

CONFIDENTIALITY

Where staff have access to confidential information about pupils or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the pupil.

All staff are likely at some point to witness actions which need to be confidential. For example, where a pupil is bullied by another pupil (or by a member of staff), this needs to be reported and dealt with in accordance with the appropriate school procedure. It must not be discussed outside the school, including with the pupil's parent or carer, nor with colleagues in the school except with a senior member of staff with the appropriate role and authority to deal with the matter.

However, staff have an obligation to share with their manager or the school's Designated Senior Person any information which gives rise to concern about the safety or welfare of a pupil. Staff must never promise a pupil that they will not act on information that they are told by the pupil.

DISCIPLINARY ACTION

All staff need to recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action, including dismissal.

Appendix 1 – aide memoire for all staff

When we speak to others we will always:

- use a positive statement rather than a negative one so that children can learn (and adults will know) what we expect of them in any situation.

- use a calm tone of voice at all times, to explain something to or instruct the children, so that they can follow our words without feeling threatened or uncomfortable.

- avoid using sarcastic words or phrases as these demean children and prevent them from developing high self-esteem.

- speak respectfully to other adults at all times, even if we disagree with them.

As professionals we will always:

- avoid workplace gossip and negativity as it breeds resentment and becomes a roadblock to effective communication and collaboration. We all have a duty to take active steps to divert conversations away from this if we come across it.

- maintain confidentiality about anything that we see or hear in the school, so that parents and children can trust us, and as a way of showing respect to our fellow professionals.

- work as part of a team, contributing as well as learning from others and helping to build up a strong workforce so that we can provide the best possible learning opportunities for the children.

- work within the school's policies and practices, so that what we do is consistent with what has been agreed between all members of the staff and the governors.

- treat everyone with respect.

- dress appropriately and professionally, so that we set a good example for the children and to show that we are here to work.

- behave in a positive way despite any personal problems that we may have, especially in front of the children.