



**St Edmund's and St  
Joseph's  
Catholic Primary Schools**



**PARTNERSHIP CODE OF CONDUCT**

**Policy Adopted: Summer 2016**

**Reviewed: Autumn 2025**

**Review Date: Autumn 2027**

## Partnership Code of Conduct

### INTRODUCTION

As a Catholic School, all adults in school are expected to actively follow and live out our mission statement: "Learning Together in God's Love by encouraging and supporting one another" This reflects how the federation of St Edmund's and St Joseph's is to conduct itself at all times. All communication and interaction between members of the federation of St Edmund's and St Joseph's - staff, children, parents, carers and visitors must reflect our mission statement.

Furthermore, as part of the Catholic Education Service terms and conditions, staff are expected to be conscientious and loyal to the aims and objectives of the schools. In addition, staff are required to develop and maintain the Catholic character of the schools. Staff are to have regard to the Catholic character of the schools and not do anything in any way detrimental or prejudicial to the interests of the schools at any time, at work or in their personal conduct.

All staff employed under Teachers' Terms and Conditions of Employment have a statutory obligation to adhere to the 'Teachers' Standards 2012' and in relation to this policy, Part 2 of the Teachers' Standards - Personal and Professional Conduct. All staff are also expected to adhere to the 7 principles of public life (Nolan principles).

1. Selflessness
2. Integrity
3. Objectivity
4. Accountability
5. Openness
6. Honesty
7. Leadership

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

### RATIONALE

The Code of Conduct is designed to give clear guidance on the standards of behaviour all school staff are expected to observe. 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 own reputation and the reputation of the school, whether inside or outside working hours.

This document should be read alongside Whistle Blowing Policy and the most recent version of Keeping Children Safe in Education and Child Protection and Safeguarding Policy. Staff must also to adhere to Lone Working Procedures 2015 available in the school office.

### BEING A ROLE MODEL

All staff who work in schools set examples of behaviour and conduct which can be copied by pupils/students. Staff must therefore 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/students to do the same.

All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.

All staff should present themselves professionally ensuring their appearance sets an example by being 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. Where appropriate and provided staff should wear PPE (e.g. kitchen and site team) for their safety and to meet hygiene requirements. 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 and facial piercings should be discrete or covered. Extreme haircuts, are not appropriate. For health and safety reasons jewellery should be kept to a minimum and be appropriate to the role. All employees should wear ID badges.

## SAFEGUARDING PUPILS/STUDENTS

Staff have a duty to safeguard pupils/students from:

- physical abuse
- sexual abuse
- emotional abuse
- neglect

The duty to safeguard pupils/students includes the duty to report concerns about a pupil/student to the school's Designated Safeguarding Lead (DSL) for Child Protection in line with the schools Safeguarding policy.

Staff are provided with and must be familiar with the documents and partnership policy related to safeguarding children. The policy is available in the resources section of MyConcern.

Staff must not demean or undermine pupils, their parents or carers, or colleagues either through their actions, verbally or in discussion directly or indirectly.

Staff must be aware of the procedures regarding low level concerns and allegations against staff detailed in the Child Protection & Safeguarding Policy and Disciplinary Policy.

Staff must take the utmost care of pupils/students under their supervision with the aim of ensuring their safety and welfare.

Staff must not use their mobile phone as a camera in school. The headteacher and head of school only use their phones as cameras to populate the school's website, social media platform or to capture additions to the school's newsletter and the images are deleted as soon as they are finished with.

Any photograph/video must be taken using school equipment. Staff must only save images on school computers.

Staff must not use their mobile phones in school during their contact time with pupils. Mobile phones must be switched off during contact time. Mobile phones should only be used in areas of the school where pupils are not present. E.g. staff room

## PUPIL/STUDENT DEVELOPMENT

Staff must comply with school policies and procedures that support the wellbeing and development of pupils/students.

Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils/students.

Staff must follow reasonable instructions that support the development of pupils/students.

Staff must follow the partnership Equality Policy, Health and Safety Policy and SEND Policy.

#### 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. Staff must follow the Best Value Policy and Statement and financial procedures as detailed in the Finance Policy and the Financial Procedures for Staff issued annually and signed by staff

All staff must 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 Whistleblowing procedure for schools.

Gifts from suppliers or associates of the school must be declared 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. Cash or vouchers should never be accepted as a gift. Individual gifts from any source that appear to be worth more than £20 should be declared to the Headteacher. If in doubt consult the Headteacher.

Personal gifts from individual members of staff to individual students are inappropriate and could be misinterpreted. Any rewards given to student should be open and transparent so there can be no accusations of favouritism or inequality.

Staff must complete a declaration of pecuniary interests at least annually or if circumstances arise that mean a conflict of interest could occur. If in doubt consult the school business manager or Headteacher.

#### 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 likely to be regarded as unacceptable and could lead to dismissal.

Staff have a responsibility to report matters relating to disbarring by association as per disqualification by association (and must ensure they are familiar with the latest guidance available from the office) to the Headteacher immediately. Failure to do so may result in disciplinary action which could lead to dismissal.

Staff must exercise caution when using technology and be aware of the risks to themselves and others. Staff must not use social media e.g. Facebook with parents, pupils or former parents or pupils who may still be in contact with current parents and pupils.

Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute. Staff must ensure that their security settings

mean that parents and pupils are prevented from accessing personal information or photographs. Staff must report breaches to the Headteacher including parents or pupils attempting to make contact via social networks.

Staff must only use the school office email account or google classroom when communicating electronically with pupils and parents and school email to communicate with colleagues regarding professional matters.

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

Staff should not use the school as a vehicle for promoting business interest for themselves or family members.

#### CONFIDENTIALITY

Where staff have access to confidential information about pupils/students 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/student.

Staff must ensure their communication of information and storage of information is in line with the data protection act including appropriate levels of security with regard to pupil assessment data on computers. Advice can be provided by the school business manager.

All staff are likely at some point to witness actions which need to be confidential. For example, where a pupil/student is bullied by another pupil/student (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/student'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 Safeguarding Lead any information which gives rise to concern about the safety or welfare of a pupil/student. Staff must never promise a pupil/student that they will not act on information that they are told by the pupil/student.

Staff should be aware that they will need to communicate information to colleagues e.g transition meetings and should be mindful of where such conversations take place. Staff should also be aware of conversations that take place in areas that can be construed as private e.g staff room but may be occupied by staff or visitors for whom such information is not appropriate.

#### DISCIPLINARY ACTION

All staff need to recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action, including dismissal. Staff are reminded to make themselves familiar with the federation Disciplinary, Capability and Performance management policies along with the same policies for Suffolk County Council.

APPENDIX 1  
aide memoire for all staff

When we speak to others we will:

- use a positive statement rather than a negative one so that children can learn 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:

- avoid workplace gossip and negativity as it breeds resentment and becomes a roadblock to effective communication and collaboration.
- 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, 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.

APPENDIX 2  
from Teachers' Standards Effective from 1 September 2012 (DfE)

**PERSONAL AND PROFESSIONAL CONDUCT**

All adults 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 a teacher's career.

- Teachers and teaching assistants uphold public trust in the profession 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 by 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.

- Teachers and teaching assistants must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.
- Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.