

GREENHOLM PRIMARY SCHOOL

CODE OF CONDUCT

Reviewed- July 2016

Overarching statement

At Greenholm we are a school that is welcoming, safe and creates an environment which values and supports everyone learning. We work hard to create an ethos that promotes inclusive practice for all, by providing a consistent and fair approach, which is supportive of the continual emotional development of all and by demonstrating mutual respect, openness and honesty.

This content is applicable to for all staff and visitors to the school site. All employees and visitors must have a proper and professional regard for the ethos, policies and practices of Greenholm Academy.

The Greenholm primary School's code of conduct and associated advice reflects the ethos of the academy. Whereas many private companies allow members of their staff to buy the firm's products at favourable prices or to use the firm's purchasing or other facilities for private purposes, there has been for many years an embargo on such practices by staff of the City Council; this policy still applies within the Local Authority and, since becoming an academy, still applies in School. This means that no staff may be allowed facilities such as :

- buying from the Council's stores;
- ordering private supplies through the Academy's order books and having the amounts recharged through the departmental accounts;
- having work done at a discount by firms who work for the Academy;
- ordering materials, etc, at a discount through firms who deal with the Academy.

Academy Code of Conduct

An employee of the Academy must be courteous to all people with whom his/her duties bring him/her in contact.

All Academy employees have a professional duty to behave as role models for the whole school community. This includes

- Treating pupils and all adults with dignity and respect at all times
- Observing proper boundaries appropriate to a professional position
- Have regard to the need of safeguarding all pupils and staff in accordance to all school, LA and National policies

- Have a duty to report any concerns about a child's welfare to the Designated Senior Lead, in line with the school's safeguarding policy
- Following the school's policy with regards to accessing and using social media and other forms of technology within school and their wider life and must have read and signed the school's acceptable user policy.
- Showing respect for the rights and beliefs of all in line with the school's No Platform policy
- Ensuring that personnel beliefs are not expressed in ways that could exploit others or put them in vulnerable situations
- Maintain high standards in terms of attendance and punctuality.
- Maintaining professional dress suitable to role.

The public is entitled to demand conduct of the highest standard of all employees of the Academy. Public confidence in an employee's integrity would be shaken were the least suspicion to arise that she/he could in any way be influenced by improper motives.

From this it must follow that an Academy employee must be honest in fact, and must also be beyond the reach of the suspicion of dishonesty.

The use of equipment, tools, stationery and other materials provided for the work of the Academy, for personal purposes (including 'borrowing' at weekends, etc) cannot be condoned and no member of staff has authority either to make use of official property for his/her own personal use, or to authorise such use by others. It is also inappropriate (and indeed it would be unlawful) for staff to be offered concessionary terms for the use of facilities provided for public use.

Attention is also drawn to the need for close observance of the Financial Regulations of the Academy, which govern all the financial work of the Academy and the need for care in the acceptance of hospitality and gifts. It is in the best interests of the staff that all gifts and presents of a personal nature (including cigars, cigarettes and drinks of whatever value) should be refused; all staff should be cautious in accepting any form of hospitality which may be offered, since it may be construed as placing the recipient in a position of obligation to the donor. Anyone in any doubt over particular circumstances is advised to consult the Head teacher or other appropriate senior officers.

Employees must not subordinate their duty to their private interests or put themselves in a position where duty and private interests conflict. They must not make use of their employment to further those interests; but neither should their private affairs be ordered so as to allow the suspicion to arise that a trust has been abused or a confidence betrayed.

In general, the Academy will not be concerned with an employee's private activities so long as his/her conduct in those activities does not bring discredit upon the Academy. The Academy will not attempt to preclude employees from undertaking additional employment, but any such employment must not, in the view of the Academy, conflict with or react detrimentally to the Academy's interests, or in any way weaken public confidence in the conduct of the Academy business.

Social media use is part of staff's rights but it must be used only for personal use and not in any way that affects or interferes with their role in school. Anybody who uses any form of social networking to bring the school into disrepute will be dealt with according to the schools disciplinary policy. All staff are reminded of the schools Acceptable User Policy on an annual basis.

Employees are required to disclose details to the Head teacher if arrested, charged, cautioned or prosecuted for a criminal offence whilst in employment with the Academy. Failure to disclose any such convictions may result in disciplinary action. In addition, any civil road traffic offences must be disclosed if

the employee is subject to a check with the Disclosure and Barring Service and/or is required to drive in the course of his or her employment.