

ST. MATTHEW'S C OF E PRIMARY SCHOOL

Code of Conduct: Guidance for all staff

Introduction

Birmingham City Council and St. Matthew's School require high standards of conduct from staff.

All staff have the responsibility to make sure that they understand the required standards of conduct and that they discuss any uncertainties with their line manager.

All line managers have the responsibility to make sure that staff are aware of these standards of conduct and that they comply with them in word and spirit.

Failure to comply with standards of conduct could damage the reputation of the employer, may be unlawful and could lead to disciplinary action.

Codes of conduct for staff exist to promote public confidence, to support good working relationships and to make sure that employees do not compromise their own integrity.

The Code of Conduct that follows is taken from guidance provided by

- Social Services procedures – Good practice in Child Protection for voluntary and independent organisations
- Social Services procedures – Codes of Practice for Social Care Workers
- Birmingham City Council People Solutions – Personal Conduct at work.
- GTC Code of Conduct and Practice for Registered teachers
- GTC Statement of Professional Values and Practice for Teachers.

Guiding Principles:

- We will treat all pupils and families, and colleagues, with respect, courtesy and fairness, and behave with trust, openness, honesty, fairness and transparency.
- We must be seen as honest, trustworthy, and we must demonstrate our integrity and impartiality.
- We must make sure that our professional duties and private interests do not conflict, and we will act in the best interests of pupils and the school.
- We will maintain confidentiality e.g. contents of professional meetings and procedures; all personal information – unless disclosure is authorised by a line manager or required by law.
- It is our responsibility to prevent the abuse of younger or weaker children by older or stronger children particularly through bullying or cruel behaviour.

- We will promote equal opportunities for service users and respect diversity and different cultures and values.

Behaviour of Staff:

Staff must:

- Treat all children with respect.
- Not make sexist or racist remarks.
- Avoid showing favouritism or forming relationships that could be judged not be inappropriate.
- Avoid acting in ways that causes embarrassment to themselves or school and brings the school into disrepute.
- Avoid the perception that you have compromised your objectivity or impartiality e.g. by giving or received hospitality.
- Act with discretion, responsibility and reasonableness.
- Follow policy and procedure regarding personal telephone calls, email and internet usage.
- Not use their position for personal gain.
- Not behave in any way which would call into question your suitability to work in this environment.
- Not discriminate or condone any discriminatory behaviour.

Professional Standards:

In addition there are professional standards of working that are expected from all staff, these include:

- Be honest and trustworthy.
- Communicate in an open, accurate and straightforward way.
- Respect confidential information.
- Be reliable and dependable.
- Work openly and co-operatively with colleagues and treat them with respect.
- Honour commitments, arrangements and agreements, and explain why if you can't.
- Declare conflicts of interest and make sure they do not influence your judgement and practice
- Comply with and follow policies and procedures.
- Take steps to minimise risks.
- Take responsibility for your own knowledge and skills.
- Meet the standards to work in a safe, lawful and effective way.
- Maintain required accurate records
- Inform your line manager about any personal difficulties affecting your ability to do the job competently and safely.
- Seek assistance from your employer if you feel inadequately prepared to carry out any aspect of your work and you are not able to proceed.