



*Learning through hard work, friendship and fun.*

# **Mill Lane**

# **Staff & Volunteer**

# **Code of Conduct**

**Adopted :March 2019**

**Review Date : March 2021**

## CODE OF CONDUCT FOR STAFF, SUPPLY & VOLUNTEERS

### **Introduction**

- The public is 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 at all times.
- You must read and follow this Code. You will have to 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.

### **Children's Rights**

The aim of this code is also to ensure that children and young people have the right to:

- respect
- information about themselves
- be protected from harm
- have a say in their life
- a good start in life
- be and feel secure.

### **Scope**

- This Code of Conduct applies to all people working in Mill Lane Primary School whether they be paid, contracted or volunteers.

### **General Obligations**

- You must act with utmost good faith with regard to Mill Lane Primary School, and must do all in your power to promote the school's interests and not do or say anything which may adversely affect the school's reputation.

### **Statutory, National and Local Obligations**

- Teaching staff must adhere to the terms and conditions outlined in The School Teachers Pay and Conditions Document, a copy of which can be found in the school office. Attention must also be paid to the code of conduct issued by the General Teaching Council

### **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 must also remember that you are a member of a respected profession and not do or say anything which may bring the school into disrepute.
- You must only use social media such as facebook, twitter etc within the guidelines set out in Kirklees acceptable user policy.

- You are expected to abide by the policies of the school. Your own personal opinions must not interfere with the provisions of balanced professional advice or your duty to carry out those policies.

### **Confidentiality and Communication**

- You must not disclose personal or financial information about any other member of staff to any unauthorised person, external organisation or agency without the permission 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; nor should you impart this information to others who might use it in such a way.
- You must not speak about a child, colleague or parent in a disparaging way.
- Confidential information belonging to the school must not be disclosed to any person not authorised to receive it.
- Any disagreement between staff should be resolved in the least formal way possible in the first instance, ie by speaking directly to the person involved. Details of any disagreements should not be discussed with any other member of staff unless they are also involved.

### **Other Employment**

- If you do have another job it must not conflict with the school's interest or bring the school into disrepute.
- 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.

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

- Whilst on duty you should be working. The school's property and facilities (eg stationery, ICT equipment, photocopier, telephones) 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 important private calls.
- Personal phone calls must not be made/taken during teaching time. Mobile phones must be turned off.

### **General**

- In accordance with the school's Equal Opportunities Policy you must ensure that you do not discriminate in any way. You must also ensure that in your dealings with the local community, all members of the public are treated with respect and fairness.
- 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.

### **Disciplinary Action**

- Any breach of this Code of Conduct may be the subject of disciplinary action which could result in dismissal.

**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 about 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 for advice before you taken any action.

Please sign the tear-off slip below and forward it to the Headteacher.

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I confirm that I have read and understood the Code of Conduct for Mill Lane Primary School and agree to abide by its contents.

Signed: ..... Date: .....

Role within the School: .....

Please return this slip to the Headteacher as soon as possible.