

# St Malachy's P.S.

## Drummullan

### Code of Conduct



Reviewed & Updated: October 2023

Ratified by Board of Governors: November 2023

Signed: *James Ball* (Chairperson BOG)

Date: 8/11/2023

## Code of Conduct for Staff and Volunteers in Schools

### Objective, Scope and Principles

This Code of Conduct is designed to give clear guidance on the standards of behaviour all school staff and volunteers are expected to observe. St Malachy's Staff and volunteers are role models and are in a unique position of influence and trust and must adhere to behaviour that sets a good example to all the pupils within the school.

As a member of a school community, each person has an individual responsibility to maintain their reputation and the reputation of the school, whether inside or outside working hours.

This Code of Conduct applies to all staff and volunteers of St Malachy's Primary School Drummullan.

This Code of Conduct does not form part of any employees' contract of employment.

### Setting an Example

All staff and volunteers who work in schools set examples of behaviour and conduct which can be copied by pupils. Staff must therefore for example avoid using inappropriate or offensive language at all times.

All staff and volunteers must, therefore, demonstrate high standards of conduct in order to encourage our pupils to do the same.

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



This Code helps all staff and volunteers to understand what behaviour is and is not acceptable and regard should also be given to the disciplinary rules set out by the employing authority.

All staff and volunteers are expected to familiarise themselves and comply with all schools' policies and procedures.

### **Safeguarding Pupils at St Malachy's Primary School Drummullan**

All staff and volunteers have a duty to safeguard pupils from physical abuse, sexual abuse, emotional abuse, neglect and exploitation.

The duty to safeguard pupils includes the duty to report concerns about a pupil or colleague to a member of the school's Safeguarding team (Designated Teacher (DT)/Deputy Designated Teacher (DDT) for Child Protection or the Principal).

The school's DT is **Anne Bell** and the DDT is **Laura Corr**

All staff and volunteers are provided with personal copies of the school's Child Protection Policy and must be familiar with these documents and other relevant school policies e.g. Online Safety and Acceptable Use of Policy.

All staff and volunteers should treat children with respect and dignity. They must not demean or undermine pupils, their parents, carers or colleagues.

All staff and volunteers should not demonstrate behaviours that may be perceived as sarcasm, making jokes at the expense of the pupils, embarrassing or humiliating pupils, discriminating against or favouring pupils.

All our staff and volunteers must take reasonable care of pupils under their supervision with the aim of ensuring their safety and welfare. Staff should also complete risk assessments where appropriate in accordance with school policies.

### **Relationships with Pupils**

All staff and volunteers must declare any relationships that they may have with pupils outside of school; this may include mutual membership of social groups, tutoring, or family connections. Staff and volunteers should not assume that the school are aware of any such connections. A declaration form may be found in Appendix 1 of this document.

Relationships with pupils must be professional at all times, sexual relationships with pupils **ARE NOT** permitted and may lead to an abuse of trust and criminal conviction.

### **Pupil Development**

All staff and volunteers must comply with school policies and procedures that support the well-being and development of pupils.

All staff and volunteers must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils.

### **Honesty and Integrity**

All staff and volunteers must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities.

### **Conduct Outside of Work**

All staff and volunteers **MUST NOT** engage in conduct outside work which could seriously damage the reputation and standing of



the school or the staff/volunteers own reputation or the reputation of other members of the school community.

In particular, criminal offences that involve violence, possession or use of illegal drugs or sexual misconduct are to be regarded as unacceptable.

Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school. It should not contravene the working time regulations or affect an individual's work performance in the school. Staff should seek advice from the Principal when considering work outside the school.

### **Online Safety and Internet Use**

Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Regard should be given to the schools' Online Safety and ICT Acceptable Use Policy at all times both inside and outside of work.

Staff and volunteers **MUST NOT** engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute. Staff and volunteers should ensure that they adapt suitably high security settings on any personal profiles they may have.

Staff should exercise caution in their use of all social media or any other web based presence that they may have, including written content, videos or photographs, and views expressed either directly or by 'liking' certain pages or posts established by others.

Contact with pupils must be via school authorised mechanisms. At no time should personal telephone numbers, email addresses or communication routes via personal accounts on social media platforms be used to communicate with pupils.

If contacted by a pupil by an inappropriate route, staff should report the contact to Mrs Bell (Principal) immediately.

Photographs/stills or video footage of pupils should only be taken using school equipment for purposes authorised by the school. Any such use should always be transparent and only occur where parental consent has been given.

The resultant files from such recording or taking of photographs must be retained and destroyed in accordance with the schools Record Management Policy and Disposal Schedules.

### **Confidentiality**

Members of staff and volunteers may have access to confidential information about pupils in order to undertake their everyday responsibilities. In some circumstances staff may be given additional highly sensitive or private information. They should never use confidential or personal information about a pupil or his/her family for their own, or others' advantage. Information must never be used to intimidate, humiliate or embarrass the pupil.

Confidential information about pupils should never be used casually in conversation or shared with any person other than on a need to know basis. In circumstances where the pupil's identity does not need to be disclosed the information should be used anonymously.

There are some circumstances in which a member of staff may be expected to share information about a pupil, for example when abuse is alleged or suspected. In such cases, individuals have a duty to pass information on without delay, but only to those with designated child protection responsibilities i.e. Mrs Bell/Mrs Corr.

If a member of staff is in any doubt about whether to share information or keep it confidential he/she should seek guidance from the Principal or the D.D.T. Mrs Corr.



Adults need to be aware that although it is important to listen to and support pupils, they must not promise confidentiality or request pupils to do the same under any circumstances.

Additional concerns and allegations about adults should be treated as confidential and passed to Mrs Bell/Mrs Corr without delay.

### **Dress and Appearance**

All staff and volunteers must dress in a manner that is appropriate to a professional role and promoting a professional image.

Staff and volunteers should dress in a manner that is not offensive, revealing or sexually provocative.

Staff and volunteers should dress in a manner that is absent from political or other contentious slogans.

### **Disciplinary Action**

Staff and volunteers should be aware that a failure to comply with this Code of Conduct could result in disciplinary action including but not limited to dismissal.

### **Compliance**

All staff and volunteers must complete the form in Appendix 2 to confirm they have read, understood and agreed to comply with the Code of Conduct. This form should then be signed and dated.

## Appendix 1

### Relationships with Pupils Outside of Work Declaration

It is recognised that there may be circumstances whereby staff and volunteers of the school are known to pupils outside of work. Examples include membership of sports clubs, family connections or private tutoring.

Staff must declare any relationship outside of school that they may have with pupils.

Employee Name	Pupil Name	Relationship

I can confirm that I am fully aware of the Code of Conduct relating to contact out of school with pupils in line with this policy.

If I am tutoring a pupil outside of school I am aware that the following must be adhered to:

- I do not, at any point, teach the child in question as part of my daily timetable - this is a stipulation of such tutoring
- I emphasise to parents that this is done completely independently of the school
- No monies come through the school at any point, informally (e.g. via the child) or formally
- No private tutoring is to take place on the school premises

I confirm that if these circumstances change at any time I will complete a new form to ensure the school are aware of any relationship.

Signed:\_\_\_\_\_ Date:\_\_\_\_\_

(Once completed, signed and dated, please return this form to the Principal).



Confirmation of Compliance

I hereby confirm that I have read, understood and agree to comply with the school's Code of Conduct.

Name: \_\_\_\_\_

Position/Post held: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

(Once completed, signed and dated, please return this form to the Principal).