

# CODE OF CONDUCT POLICY

Approved by the Finance and Premises Committee. Chair: January 2014  
Review Date: January 2017



*“We believe that learning has no limit and that every child has a unique potential. Kennet Valley School, therefore, strives to provide an education of the highest standard, within an ethos of Christian caring, where all feel valued, secure and ready to achieve the most from life’s opportunities.”*

## Introduction

1. The public is entitled to have trust and confidence in the integrity of the staff, governors and volunteers.
2. Your conduct must therefore be of the highest standard. Confidence in the integrity of people working (paid or unpaid) within schools will be shaken by suspicion, however ill founded.
3. This Code of Conduct has therefore been prepared to achieve these aims:
  - To tell you about some of the statutory, national and local obligations which govern your conduct as an employee/volunteer of Kennet Valley School.
  - To help you on issues of conduct by providing a framework of guidelines.
4. 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.
5. 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 your headteacher.

## Children’s Rights

6. 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 and
  - Be and feel secure

## Scope

7. This Code of Conduct applies to all people working in Kennet Valley School whether they be paid, contracted or volunteers.

## General Obligations

8. You must act with utmost good faith with regard to the business of Kennet Valley School, and must do all in your power to promote the school’s interests and not do anything which may adversely affect the School’s reputation.

## Statutory, National and Local Obligations

9. 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 staff room.
10. Other relevant documents include the disciplinary procedure.
11. The Headteacher is responsible for telling you about these. If you are not certain about a course of action, you must ask.

## Public Duty and Private Interest

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12. 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.
13. You are expected to abide by the policies of the School. Your own personal or political opinions must not interfere with the provisions of balanced professional advice or your duty to carry out those policies.

## Confidentiality and Information Disclosure

14. You must conform with the requirements of the Data Protection Act 1998 and must take all reasonable steps to ensure that the loss, destruction, inaccuracy or disclosure of information does not occur as a result of your actions. This includes information relating to school business and pupil data.
15. You must not disclose personal or financial information about any other member of staff to any unauthorised person, external organisation or agency without the express consent of the individual concerned or that of the Headteacher.
16. You must not use information obtained in the course of your duties to the detriment of the School or for personal gain or benefit; nor should you impart this information to others who might use it in such a way.
17. Confidential information belonging to the School must not be disclosed to any person not authorised to receive it.

## Other Employment

18. You may not set up a business or accept employment with a business engaged in work which is in direct competition with the School.
19. If you do have another job it must not conflict with the School's interest or bring the School into disrepute.
20. If you have another job with another organisation you should not act as a messenger, go between or arbitrator between that organisation and the School. Formal channels of communication should be maintained.
21. 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 rested and refreshed.

## Use of School Time and Facilities

22. Whilst on duty you should be working. The School's property and facilities (eg stationery, display screen equipment, photocopier) may only be used for official school business unless permission for their private use has been granted.
23. You may use the School telephone to make **important** private calls but the use of the phone for making or receiving general personal calls during directed working time should be avoided.
24. You must account for all money and property for which you are given responsibility in the course of your work.

## Publication of Books/Articles

25. If you want to publish books, articles, letters, dissertations etc which you have written in connection with your duties and in which you describe yourself as holding an appointment with the School, you must first consult your headteacher.

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## General

26. In accordance with The School's Equalities Policy you must ensure that you do not discriminate in recruitment and employment practices nor in the delivery of services. You must also ensure that in your dealings with the local community, all members of the public are treated with respect and fairness.
27. You must also comply with the requirements of any professional body of which you are a member.
28. You must maintain the highest standards of pupil well-being and ensure information about the children, their names, whereabouts or any personal details are not shared with anyone outside of school without first obtaining the permission of the current Head Teacher.
29. You must maintain the highest standards of pupil health and safety, and ensure that in all school practices, appropriate and sufficient precautions are taken.
30. You must maintain the highest standards of dialogue when speaking to any member of the school community ensuring that people are always spoken to with respect, control and appropriate language.
31. You must maintain the highest standard of dress code, setting a good example to others. Piercings (other than ear lobes), tattoos and underwear should not be visible. No jeans, combats or clothes of a revealing nature should be worn. Tracksuits and trainers are only acceptable when the adult concerned is leading a sporting activity.
32. All adults need to be aware of the difference between appropriate and inappropriate physical contact between other adults and / or children. Whilst acknowledging that at times children do need comforting, adults must take the necessary steps to ensure they do not place themselves in a compromising situation, e.g. trying to avoid being alone for any length of time with a child and ensuring any physical contact is meeting the child's need, yet is kept to a minimum.
33. 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.

## Financial Inducements, Gifts, Hospitality and Sponsorship

34. You must not seek or receive preferential rates by virtue of your dealings on behalf of the School. Offers of hospitality, including visits to exhibitions, business meals, social functions, etc should only be accepted if there is a genuine need to represent the School as part of your official duties. These must be authorised in advance by your Headteacher.
35. Where an external organisation wishes to sponsor or is sought to sponsor a School activity, the above rule 34 applies. Particular care must be taken when dealing with contractors or potential contractors.

## Disciplinary Action

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

## Further Information

37. 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.

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- 38. 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 your Headteacher for advice before you taken any action.
- 39. All relevant people will be expected to sign to say they have read and understood and will comply with the above Code of Conduct.

I confirm that I have read and understood the Code of Conduct for Kennet Valley Church of England Primary School. I agree to abide by its contents and understand that any breach of the code may result in disciplinary action being taken.

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

Capacity within the school \_\_\_\_\_