



(formerly South London Jewish Primary School)

Code of Conduct

Written:	November 2014	Reviewed:	
Approved:		Review Due:	November 2016

1 Introduction

This code is binding on all school staff. It sets out the expected standards of behaviour of all staff. It provides a framework for staff that will help to maintain and improve standards. The code also protects staff from misunderstanding or criticism. Pages 5-6 sets out clear guidance that must be followed in relation to use of sensitive information, working within the law and media, including social media.

This code does not replace other employment policies, procedures, regulations and rules and codes of practice operating in the school.

The code is not a complete list of what can and cannot be done. Its aim is to set out clearly the basic ground rules that all staff must observe.

All staff must:

- give the school community the highest standards of service
- work in partnership with governors, senior staff and colleagues, fostering good working relationships
- do nothing to harm the school's reputation, in and out of work.
- work consistently and in support of the school's policies and procedures, including promotion of the inclusive Jewish ethos of the school and people's observance of the Sabbath and festivals.
- abide by the aspirations of Inspiration, Respect and Excellence.
- follow the seven agreed guiding principles and values: peace (*shalom*), respect (*cavod*), behaving properly (*derech eretz*), love of learning (*ahavat limud*), looking after our world (*tikun olam*), charity (*tzedaka*), family (*mishpacha*), looking after others (*gemalut hasidim*)

The school places great value on the key contribution of all staff in achieving these aims, and is committed to creating a working environment where staff are highly motivated and able to provide excellent education to the pupils. In return, staff can expect to be treated courteously and with respect by governors, senior staff, colleagues and members of the public.

Breaches of the code and the standards it sets down may result in disciplinary action being taken against the employee. All staff must operate within the law, both inside and outside the workplace. Unlawful or criminal behaviour at work will result in disciplinary action, and even away from work, may lead to disciplinary action being taken against the employee.

2 Misconduct and Gross Misconduct

This Code of Conduct also sets out the standards of behaviour expected from all staff, and staff should understand that breaches of the code may result in disciplinary action being taken against the employee. Some breaches of the code are so serious that they are considered to be gross misconduct, which if proven can result in the employee's dismissal from the school's service.

The school has in place a disciplinary procedure, which gives examples of the types of breaches of standards of behaviour that are considered to be misconduct, and therefore would result in disciplinary action being taken against the employee. Some breaches are so serious that they are considered to be gross misconduct. If proven, this can result in the employee's dismissal from the school's service. The disciplinary procedure also gives examples of gross misconduct.

3 Working for our school community

Schools can have a real impact on the quality of life of the communities that they serve. It is vital that we get it right and our standards have to take into account the special requirements of staff in schools. Our work is often politically sensitive and open to public scrutiny. The public is interested in what we do and how we do it. Success can depend on public confidence in our honesty, professionalism and hard work.

Our work is publicly funded. If we are to be above suspicion, any payments or other benefits personally received must be properly due to us, and any expenditure incurred on behalf of the school must be lawful and justifiable.

We have a duty to give our best at all times, to be open, helpful and professional in our approach. Our parents and carers are entitled to have confidence in our services, which depends on all of us being considerate, responsible, sensitive and mindful of the need to respect confidentiality. Of course, the school is also committed to protecting its staff from aggressive, abusive or bullying behaviour from members of the public, including parents and carers.

All the staff in the school have agreed that while working in this school it is important that we

- respect each other,
- separate our professional lives from our personal ones.
- are punctual for all meetings and activities
- are polite, minding the way in which we address each other and ensuring co-operation and team work

- are responsive to each other's needs and proactive, taking initiative to help each other and giving time to listen to each other
- comply with any Dress Code that is applicable (see separate code)
- respect people's observance of the Sabbath and festivals, ensuring that no work related emails are sent to colleagues or others during those times.
- show tolerance of others and their needs, never making remarks that are racist, sexist, ageist, homophobic, offensive to people who are disabled or other religions

- avoid any conduct in public areas of the school or surrounding areas which may discredit the school.

4 Working in school - a whole staff agreement as to how we will work together to achieve the aims of the school.

We are expected to show loyalty to the school and to support its leaders. A climate of mutual trust, confidence and respect between leaders and staff is essential to achieving the school's aims and objectives, meet its performance targets, and providing the highest quality or education.

In performing our duties, we must make sure that we:

- work diligently and reliably, and never neglect our duty
- co-operate with managers, are always polite, helpful and respectful
- never lie to deceive, abuse or undermine them
- carry out any reasonable management instructions
- fill in honestly any document, form or record our managers need for work
- never falsify any document
- never wilfully destroy any document that we know is needed by our managers
- tell our manager if we will be late for work (for example, for a doctor's visit)
- agree in advance with our manager and obtain their approval for any leave or other time off we may want, in adherence to the school's absence policy
- follow the school's rules on reporting any absence, including absence due to sickness
- never claim sick leave when not sick
- if on sick leave, act sensibly to speed our recovery and return to work, and do nothing deliberately that we know would delay our recovery or worsen the problem
- do not drink alcohol to the extent that it adversely affects our work, performance, attendance or behaviour. We should not be under the influence of alcohol, including having alcohol on our breath during the school day
- never drink alcohol on school property unless at an approved social function, e.g. a leaving do, or official school function
- never take illegal drugs or any banned substance on school property

In performing our duties we must make sure that we do not display any of the following behaviours:

- aggressive behaviour, shouting or threatening, impolite or discourteous behaviour
- unwelcome, sexual advances including touching, standing too close or circulating or displaying offensive material
- spreading malicious rumours or insulting someone
- ridiculing or demeaning someone or setting them up to fail
- exclusion or victimisation
- behaviour or decision-making which is based on improper prejudice
- making unjustified, persistent criticisms
- intimidating or undermining any member of staff whether they be in a senior or junior position
- making threats or comments which are without foundation, about job security and intentionally blocking off promotion or training opportunities
- making someone the butt of jokes.

5 Working with sensitive information

Staff are expected to use sensitive information properly and to have due respect for any confidentiality and the integrity and availability of information generally. The school is required to make appropriate information available to governors, council members, internal and external auditors, government departments, parents and carers and the general public. Information we gather while working for the school should not be used for commercial or personal gain or be otherwise misused.

Staff must:

- know what information, to which they have access, the school treats as sensitive. The information may be marked to inform people of this, or staff will be briefed appropriately. If staff are unsure they should seek clarification from a manager
- know who else is entitled to have access to the same sensitive information not discuss sensitive information in public places, and never gossip about or misuse sensitive information
- protect information when it is in their care. This includes when they are in possession of information away from school buildings
- be responsible and professional in using and allowing access to personal information on pupils, parents and carers, staff and others
- never create or amend information records or other information whether held on paper record or on computer system which relates to themselves, family, relatives or friends without prior authorisation from a manager.
- use personal information held on computer in line with the principles of the Data Protection Act.
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6 Working within the law

The school expects all staff to work within the law. A framework of laws and regulations set school powers. In order for its decisions and actions to be held to be reasonable in law, the school must carry out its business in a way that is within its power, and is rational, proper and fair. Unlawful or criminal behaviour at, or even away from work, may result in a loss of trust and confidence in the employee, or the school.

Ensure that all staff:

- uphold the law at work
- comply with the school's standards and the rules set out in the school's constitution.

7 Political neutrality

Staff serve their governing body as a whole and must treat all governors equally and make sure that their individual rights are respected.

Staff must not allow their own political opinions to interfere with their work.

Staff may not display political posters, including election material, in areas of school premises to which the public has access. Trade union representatives may display trade

union/association views on current issues on the appropriate authorised notice boards within the school, or in other places with the permission of the head teacher.

Where political views are brought to the attention of pupils within the school or during extracurricular activities they should be in the form of a balanced presentation of opposing views and be relevant to the subject being taught

Staff must disclose to the head teacher any family, business or personal relationships with governors where this may, or may appear, to put the member of staff in a position to exercise improper influence over the workings of the school

Staff must not canvass members on employment related matters nor seek to influence governors prior to any meetings of the Staffing, Appointments or Appeals Committee other than in the context of giving proper professional advice. This does not include Trade Union representatives who may wish to make representations about relevant issues.

8 Using Social Media (for example Facebook, Twitter)

Individuals employed by the school are entitled to use whatever system they like outside of their working time and working persona, to engage in the social aspects of the media – both broadcasting and receiving. However great care should be taken to ensure the private/work line is not crossed. It is good practice to follow the practice of never mentioning work opinions of colleagues or processes and projects on staff's own private Social Media Networks.

Staff must be aware that posting information about the School cannot be isolated from working life. Any information published online can be accessed around the world within seconds and will be publicly available for all to see.

It is generally unacceptable and inappropriate for school staff to have contact with pupils on social media sites.

Any inappropriate comments postings or correspondence with pupils, parents, carers or other members of staff could lead to disciplinary action being taken.

9 Working with the media

The school expects staff to promote the work of the school and to act as ambassadors. Relations with the media require specific skills and expertise and staff should not discuss school business with the press without prior permission.

Ensure that in relation to our school we:

- refer appropriate enquiries from the press to the Head Teacher
- seek advice from the Head Teacher and get permission before we speak to, write to, or give interviews to the media
- never bring the school into disrepute by publicising material, which is confidential, or against the interests of the school, or criticises its staff or Governors
- do not bring the school's name into disrepute in any other way through the press or media.

It is acknowledged that Trade Union representatives will on occasion give interviews to the media on relevant subjects.

ACCEPTED & APPROVED BY THE FULL GOVERNING BODY

Chair of Governors:

Head Teacher:

Date:

Review Date:

