

OUR LADY AND ST EDWARD'S CATHOLIC PRIMARY SCHOOL

CODE OF CONDUCT FOR STAFF

At Our Lady and St Edward's Primary School all employees and volunteers who come into school, in a wide variety of capacities, adopt this Code of Conduct to promote healthy working relationships between all, based on mutual trust and respect.

VALUE STATEMENT

ALL THOSE TO WHOM THIS CODE OF CONDUCT APPLIES WILL STRIVE TO PROMOTE A CHRISTIAN AND POSITIVE ETHOS IN THE SCHOOL AND A STIMULATING ENVIRONMENT FOR LEARNING AND WORKING. THIS ENCOMPASSES;

- Respect for persons both within and outside the school
- Honestly in speech and actions
- Fairness and justice in the treatment of all
- Openness in communication
- Believe in diversity within an environment of corporateness and professionalism;
- Commitment to quality, individual empowerment and our ethos

WORKING PRACTICE

General

- Hold positive values and attitudes and adopt high standards of behaviour in their professional role.
- Be aware of the content of the school's policies, procedures and practices at all times.
- Have due regard to the school's equal opportunities policy and not to discriminate in any area.
- Take responsibility for working effectively within the job description, professional standards and contract of employment.
- Recognise the management of structure of the school and accept that authority, responsibility and accountability is defined within that structure.
- Refer all complaints and/or criticism, in a professional manner, through the appropriate channels (e.g. your line manager/SLT/DHT/HT)
- Attend and participate in identified training courses or sessions, staff meetings or other events, as appropriate.

SPECIFIC

- Promote and maintain good relationships with others by respectfully working with them in a spirit of harmony and co-operation, giving others courteous consideration of the opinion.
- Recognise that colleagues have valuable contributions and treat them with due regard to their professionalism
- Work together for the common good of the school.
- Avoid engendering debate or discussion, which may lead to erosions of good working relationship within and outside the school.
- Afford courtesy to all pupils, parent's fellow professionals and visitors, treating them all with equal respect.
- Be open and accountable to colleagues in relation to both written and verbal communication.
- Ensure record keeping and information sharing takes account of confidentiality for all children/families.
- Avoid duplicity in any matter of word or deed and if compromised advise line manager immediately.
- Maintain a confidential approach to all information shared within school.
- Be committed to delivering a quality service to pupils and fellow professionals.
- Be committed to empowering pupils to learn.
- Ensure that decision-making gives due consideration to equality of opportunity for all.