



Code of Conduct for Staff, Governors, Volunteers and Supply. *(Includes Supplementary Guidance Notes for Governors).*

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Introduction

1. The public is entitled to have trust and confidence in the integrity of the school community, its 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, that you could be influenced by improper motives.
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 Oakhurst Community Primary 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 Oakhurst Community Primary School whether they are paid, contracted or volunteers.

General Obligations

8. You must act with utmost good faith with regard to the business of Oakhurst Community Primary 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 school office.

10. Sections 35 and 36 of the Education Act 2002 apply to the staffing aspects in relation to schools.

11. Other relevant documents include:

- Staff handbook
- Disciplinary procedure
- Child protection
- Health and safety

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

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 to the requirements of the Data Protection Act 2002 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 (staff only)

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 (e.g. 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.

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.

General

26. In accordance with The School's Equal Opportunities Policy you must ensure that you do not discriminate in recruitment and employment practices or 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 e.g. GTC, CIPD, ATT, CIPFA.

28. 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

29. 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.

30. Where an external organisation wishes to sponsor or is sought to sponsor a School activity, the above rule 29 applies. Particular care must be taken when dealing with contractors or potential contractors.

Disciplinary Action

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

Further Information

32. 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.

33. 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 as soon as possible.

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

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

Name:.....

Signed:Date:

Position at Oakhurst School:

Please return this slip to the Headteacher as soon as possible

Code of Conduct for Governors

Aims

35. People who become school governors make a positive contribution by giving of their time and bringing their experience to help the school provide the best possible education for each of its pupils by enabling staff and pupils to reach the highest standards of achievement.
36. All governors are expected to contribute to the development of the school in setting the strategic framework within which the school operates; determining the character, aims and ethos of the school and developing and monitoring school policies, plans and procedures.
37. Governors need to have a clear understanding of the role of the headteacher which, through his/her day to day organisation and management of the school, is to deliver the curriculum through the implementation of policies, plans and procedures agreed by the governing body.
38. The aim of the code, therefore, is to provide governors with a clearer understanding of their role and provide a framework within which they will be able to carry out their duties effectively.

Commitment

39. Those accepting the office as a governor will need to be mindful that the role does require a significant level of commitment.
40. Governors will be expected to regularly attend meetings of the full governing body, committees and working groups. Regular non-attendance at full governing body meetings can lead to eventual disqualification.
41. Governors should ensure they attend meetings promptly and for the full duration.
42. Governors should ensure they are prepared for meetings by reading all papers beforehand.
43. Governors should attend induction and other relevant training courses in order to aid their development.
44. Governors should make every effort to get to know the school and involve themselves in school activities.
45. All governors should involve themselves actively in the work of the governing body and be willing to carry out their fair share of responsibilities including serving on committees and working parties and taking on links with curriculum subjects and areas of special responsibility.

Relationships

46. Governors should operate as a team and always in the best interests of the school.
47. Governors should recognise that each member of the governing body has equal status irrespective of their appointing body (ie parents, staff, LA, diocese or the governing body) unless particular responsibilities are conferred on them by the full governing body.
48. Governors should listen to and respect the views of others and be loyal to collective decisions made by the governing body.
49. Governors should develop effective working relationships with the headteacher, senior management team, teachers, support staff, parents, LA and other relevant agencies where appropriate.

Confidentiality

50. Decisions reached at governing body meetings are normally made public through minutes and reports, however, governors should ensure confidentiality, when required, in respect of the discussions on which the decisions were based.
51. Individual governors should observe complete confidentiality in all matters discussed at governing body meetings especially in relation to matters concerning staff or pupils and also any other matters agreed by the governing body. Failure to comply can lead to disciplinary action.
52. Governors should exercise the highest degree of caution when involved in sensitive issues arising outside the governing body which may have an impact on the work of the governing body or the operation of the school.

Conduct

53. Governors must accept collective responsibility for all decisions taken by the governing body, that is, they do not have the legal authority to act individually except when the governing body has delegated authority for them to do so.
54. Governors should never speak out against decisions, in public or in private, outside the governing body.
55. Governors have a duty to act fairly and without prejudice with the overall good of the school overriding any personal feelings or individual concerns they may have.
56. When discharging their duties governors will need to be mindful of their responsibility to maintain and develop the ethos and reputation of the school and act in the best interests of the school.

57. Apart from very specific instances where the chair has to act or take decisions on behalf of the governing body, governors should recognize that they have no individual powers and should only speak or act on behalf of the governing body when specifically authorized.
58. Governors should be able to express their views openly within meetings but should ensure that they relate to matters proper for discussion by the governing body.
59. Governors' decisions should always take account of the views of staff, parents, pupils, community and other interested parties and governors will need to be mindful of how their decisions may affect all interested parties.
60. Governors who wish to raise matters for discussion by the full governing body should make a request to the chair for the item to be included at the next meeting's agenda, giving at least 14 days prior notice. Some items may be brought up at meetings but only with the chair's permission.
61. Governors have the right to request any matters discussed at meetings to be recorded in the minutes, subject to confidentiality.
62. Governors will be required to declare any personal or financial conflict of interest arising from a matter before the governors or from any other aspect of governorship and should not use their position as governor to benefit him/herself or other individuals or agencies.
63. When governors are unable to attend meetings they should ensure that the clerk to the governors is notified in advance of the meeting.
64. All governors' visits to the school should be carried out within a framework that has been established by the governing body and agreed with the headteacher.
65. Governors should be aware of the procedures established by the governing body for responding to criticism or complaint relating to the school.