



ST PHILIP'S CE PRIMARY ACADEMY

EMPLOYEE CODE OF CONDUCT

Date of policy:	September 2025 Signed copy in file	Signed: Head Teacher: Michelle Hargreaves Chair of Governors: Clare Leighton
Review Date:	September 2026	

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Safeguarding Statement

At St Philip's Primary Academy we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all academy activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by or invited to deliver services at St Philip's Primary Academy. We recognise our responsibility to safeguard all who access the academy and promote the welfare of all our pupils by protecting them from physical, sexual or emotional abuse, neglect and bullying. We also work to ensure that our pupils are aware of Online Safety and who to talk to if they feel vulnerable or scared.

Vision Statement

Fostering curiosity and a love of learning is at the heart of our teaching. Broadening horizons enables all children to flourish and be fulfilled. Successes are celebrated and failure learned from, allowing us to shine through challenges. Together, we develop qualities of character necessary to be positive future citizens.

Our Guiding Principles

At St Philip's Primary Academy we pride ourselves on developing a positive ethos built on the foundations of the Christian faith, whilst taking into consideration that most of our pupils, staff and community follow the faith of Islam. We endeavour to ensure we are always **'Working together with hope in our hearts'** This ethos is based on the following principles that, as stakeholders, we all aim to uphold:

Value 1: NURTURING

We demonstrate kindness and caring towards each other so that we can find happiness and fulfilment. We promote and support children's wellbeing to support their growth and development.

Value 2: OPTIMISTIC

We believe that having a positive attitude towards situations enables us to be forward thinking and supports us in our goal of providing a good and better education for all of our pupils.

Value 3: ASPIRATIONAL

We have high aspirations for the futures of the children in our Academy. Through a high-quality curriculum and planning of lessons that are specifically tailored for our pupils, they will have the opportunity to achieve and surpass their potential.

Value 4: HOPEFUL

The value of hope is interwoven into our teaching and is and is an expression of our faith. Hope supports our spirituality, and through that, virtues such as forgiveness, empathy and compassion come to the fore.

Value 5: SINCERE

We are united as a whole to ensure integrity, honesty and trust are maintained. This quality within our academy means that we follow our values to ensure that we always do our best for pupils, staff and community.

Value 6: ASSURED

Our goal is to see our pupils confident, armed with independence and conviction, echoing 'Let your light shine' - Matthew 5:16

Value 7: RESPECTFUL

All members of our academy, including pupils, staff, governors, visitors and the wider community, should be treated with respect. We hold politeness in high regard and we are accepting of each individual's uniqueness.

Value 8: KNOWLEDGEABLE

By fostering resilience, collaboration and risk-taking, we craft an environment where pupils are ready to be lifelong learners.

Purpose of the Code of Conduct

This code of professional conduct is a guide to our professional relationships and interactions. It relates to conduct both in and outside school and via any social networking sites e.g. Facebook and mobile phones or any other media.

It is expected that all employees will work within these agreed parameters.

The Need for Disciplinary Rules

Clear standards benefit both the Academy and its employees. Rules are necessary because they set standards of conduct at work and make clear to employees what is expected of them. They are put in writing to ensure that all employees know what is required and expected of them and to avoid any misunderstanding. They should be readily available and easily understood by both employees and managers.

It is unlikely that any set of rules can cover all circumstances that may arise. The following set of rules is not intended to be a complete list of all possible "offences". The emphasis is on outlining standards of performance and behaviour which are expected of employees. Common sense and good judgement are required on the part of managers in the fair and consistent application of these rules to employees.

1. Application of the Code

1.1 Application

This Code of Conduct applies to all employees whilst acting in the course of their employment. It does not apply in any personal capacity unless indicated.

1.2 Interpretation

This Code shall be interpreted broadly, recognising that in a changing organisation, precise disciplinary rules cannot be worded to cover every circumstance of conduct and behaviour.

1.3 Extent of Code

This Code is in addition to specific guidance (e.g. social media policy, use of IT equipment, data protection and confidentiality) as agreed locally.

1.4 Breach

Failure to comply with this Code will be regarded as serious and any breach is likely to lead to investigation and disciplinary action under the Trust's agreed disciplinary procedures.

2 Conduct and Behaviour

2.1 General Conduct and Behaviour

In general terms, the basic standard of conduct for a public employee is laid down in paragraph 70 of the National Conditions of Service for APT&C staff. "The Public is entitled to demand of a local Government officer conduct of the highest standard".

In terms of employees' general conduct, the following rules and expectations apply: -

- Employees are expected to set the highest standards of conduct and must behave politely and reasonably to colleagues, members of the public and clients/customers of the service.
- Employees must not abuse their authority either in relation to a colleague or a member of the public.
- Employees must achieve an appropriate standard of dress, which meets Health & Safety requirements, neatness and personal hygiene.
- Employees must not conduct themselves in a manner in relation to their employment or otherwise which could reasonably be regarded as bringing themselves or the Academy into disrepute.
- Employees must not be under the influence of alcohol or unprescribed drugs during working hours, in so far as it impairs employee performance, conduct or safety.
- Employees must not smoke in work areas or the school grounds.
- Employees must take reasonable care with Academy property, equipment, resources and facilities and ensure that they are only used for appropriate purposes.
- Employees must act honestly and in good faith in the course of their duties.
- Employees must behave towards any other person in a way that creates mutual respect.

- Acts of violence, threatening behaviour and verbal abuse are unacceptable.
- Employees must not subject any other person to any form of harassment, victimisation or bullying. Bullying may be characterised as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient. Bullying or harassment may be by an individual against an individual (perhaps by someone in a position of authority such as manager or supervisor) or involve groups of people. Harassment includes:
 - a) Use of derogatory language relating to a person's gender, race, disability, culture, religious beliefs, age, sexuality, class, economic or other disadvantage.
 - b) Unwelcome and intentional touching of another person's body or clothing
 - c) Threatening to take action against a person over whom the harasser may appear to have power. This could include, for example, threatening to withhold Academy services if sexual advances are rejected or implying that promotion will be denied because of a person's gender, race, disability, culture, religious beliefs, age, sexuality, and class, economic or other protected characteristic.
 - d) Behaviour which is found to be offensive by the recipient and is perceived by them to be harassment and which persists, despite the recipient making it clear that they object to the behaviour in question or the offence caused is apparent to any reasonable person.
 - e) Behaviour which continues after the recipient has made it clear that it is offensive.
 - f) Use of remarks, 'jokes' and banter, verbal, written or in electronic communications or social media, or other words or actions about age, disability, gender, race, religion and belief or sexual orientation, which are offensive, abusive or belittling and detrimental to a good working environment.
- Employees must comply with all lawful and reasonable instructions of the Academy and their managers.
- Employees must familiarise themselves with the legislation, standards, rules and procedures that relate to their work and general conduct.
- Employees requiring further information or guidance as to the appropriate course of action to adopt in any situation must refer to their Line Manager.
- Employees must provide, when required, accurate personal information, e.g. date of birth, status, qualifications, experience, health, home address and phone number.

2.2 Work Performance

Employees must carry out their duties at a level of performance acceptable to the Academy.

Employees must co-operate with reasonable requests and instructions from managers.

Employees must at work, and otherwise, act within the law to reflect the trust and confidence the public places in them.

Employees must assist where required with enforcement action taken by the Trust.

Employees must co-operate with the police and other enforcement bodies in providing statements and evidence.

Employees must co-operate with any internal or external enquiry or investigation.

2.3 Attendance and Time-Keeping

Employees are contracted to the Academy to carry out a job. Regular attendance at work is essential to undertake the duties of that job.

Employees must notify their supervisor of any absence from duty for any reason – including non-attendance at an approved course of training. Employees must explain their absence, as soon as is reasonably practicable or in accordance with other prescribed arrangements.

If the reason for absence is sickness, employees must comply with the appropriate sickness notification arrangements.

Employees must comply with their starting and finishing times including, where appropriate, the flexible working hours scheme.

Employees must comply with leave request procedures.

Persistent lateness is unacceptable.

Persistent absenteeism is unacceptable.

2.4 Dress and Personal Appearance

Employees must maintain a standard of dress and appearance that is appropriate or required for the workplace and to the work being undertaken.

Employees must be aware that their appearance contributes to the quality of customer care provided. Employees must be clean and tidy and ensure a good personal hygiene.

Where particular clothing is provided for health, safety and hygiene as uniform and/or to portray a corporate image it must be worn. Where provided, name badges must also be worn in a conspicuous position.

Employees working in reception areas must wear corporate dress where this is supplied or must dress smartly and portray a business-like and professional image.

2.5 Honesty and Hospitality

The public has a right to expect those employed by the Academy providing a service to them, to have the highest standards of honesty and integrity and not to use their positions to their own advantage. Employees supervising contracts and having direct contacts with contractors and suppliers to the Academy must exercise particular care and must be able to demonstrate complete integrity.

An employee must not give or offer gifts, inducements, bribes or considerations of any sort in connection with the Trust's business in any way.

All offers of gifts must be reported to Senior Management to be recorded in the register as directed in the relevant policy on the school website. Hospitality may only be accepted in circumstances where it is courteous and reasonable to do so. All offers of hospitality must be reported to Senior Management. An employee, who is in any doubt about whether an offer of hospitality is reasonable, should always discuss this with their supervisor before accepting.

2.6 Conflict of Interest

Employees should not place themselves in debt for money or services to any person where this might affect, or be thought to affect the proper performance of their duties.

Employees must notify their supervisor of any relationship through family (be it business or social) to any contractor, supplier, job applicant or client of the Academy with whom they may come into contact in the course of their duties. It is the responsibility of employees to avoid any suggestion of conflict of interest arising in the course of their employment. Where there is the possibility of a conflict of interest occurring, employees must immediately notify their supervisor. An employee must not take on private work from other organisations or individuals where there is or may potentially be a conflict of interest. Any contact which may compromise the Academy's interest should be reported to line management. If employees are in any doubt whether such a conflict exists they should ask their supervisor.

2.7 Neutrality

Whilst engaged in Academy business:

- Employees must act impartially, comply with decisions of the Academy and not allow their personal or political opinions to interfere with their work. Employees must declare any financial interests (e.g. Involvement in an official capacity in an outside organisation which has dealings with the Academy).
- Employees must make decisions on behalf of the Academy objectively and on their merit, having regard only to relevant information.
- Employees must not wear or display on their person, vehicle or items such as tools or equipment, objects indicating affiliation with or opposition to any political party or pressure group.

2.8 Secondary Employment – Private Work

The Academy recognises that some employees will take additional employment outside their employment with the Academy, or in some cases unpaid voluntary work. However, the following rules should be followed:

This work must not be carried out during the hours which employees are contracted to work for the Academy, including hours where employees may be required to work on a rota basis.

Employees must not engage in employment, including self-employment, during their off-duty hours, when such employment conflicts with the interest of the

Academy or in any way weakens public confidence in the conduct of the Academy's business.

Private work which might involve any dealings with the Academy must be disclosed.

2.9 Confidentiality of the Academy's Business Interests

Employees should be aware that the Academy may be in the position of having to compete for the provision of its own services. Employees must not pass on information to the Academy's competitors.

Employees must not pass on Academy Business information to other than authorised officers. This specifically includes information in relation to in-house tender strategy, in-house tender preparation or in-house contract management.

Employees involved in appointing or supervising contractors must:

- Inform the Headteacher of any conflict of interest in respect of any contractor or prospective contractor immediately the interest becomes apparent and comply with any instruction as to such involvement. The Code relating to Conflict of Interest and Registration of Interest contains more specific details.
- Familiarise themselves with the Academy's Finance Policy and EFA Financial Regulations and comply with them.
- Exercise fairness and impartiality and be able to demonstrate such.
- Not in any way favour any other employee or former employee of the Academy or their partners or business associates.
- Only appoint contractors on merit.
- Keep secure any confidential information provided by any person in the course of tendering and contract arrangements.
- Not disclose, during the course of a tendering process, information received from a prospective contractor to another prospective contractor other than in accordance with approved arrangements.
- Report to their manager the circumstances of any contractor failing or apparently failing to comply with the conditions of any contract.

Employees must not provide any information (that is not otherwise publicly available) to any prospective contractor, other than in accordance with approved arrangements that involve all prospective contractors.

Employees must not, on leaving employment of the Academy, take with them any document or copy of a document, not otherwise publicly available, that may be of advantage to any prospective contractor.

Where there is a 'client' and 'contractor' structure within the Academy, employees must be clear as to their respective roles and comply with relevant Financial Regulations. Employees must discharge the 'client' role in accordance with this part of the Code of Conduct as if the 'contractor' were an external contractor.

Where the tendering of an Academy function is being undertaken, employees involved in the process must declare their membership of or affiliation to, any organisation which may have an interest in tendering for the function to the Headteacher.

2.10 Health and Safety

Employees and employers have legal duties under the Health and Safety at Work Act to provide and maintain a safe working environment. It is the Managements responsibility to inform employees of Health and Safety requirements and accident reporting procedures.

3 Adherence to Academy Procedures

It is Management's responsibility to make all employees aware of Academy rules or relevant legislation by issuing these or drawing attention to their availability. All employees should familiarise themselves with the Academy's rules and any legislation relevant to their employment.

The Academy also has a number of rules, procedures and agreed protocols etc. which must be followed. All employees must in so far as it affects their duties and responsibilities familiarise themselves with:-

- Legal Requirements
- Financial regulations
- Health and Safety Procedures
- Personnel and Equal Opportunity Policies

4 Upholding the Integrity and Credibility of the Academy

Employees of the Academy must ensure at all times – and particularly in any dealings with the public – that their words and actions do not bring the Academy into disrepute.

Conduct, whether during work hours or not including conduct of a criminal nature, is a legitimate concern of the Academy where the offence may be relevant to the job or may be reasonably regarded as affecting the reputation of the Academy, the credibility of the service offered or the integrity of the employee.

5 Confidentiality of Personal Information

Employees must not disclose to any unauthorised person any information about clients of the Academy or other employees or members of the public obtained in the course of the Academy's business.

Where confidentiality is required – of any information held by the Academy – employees must maintain such confidentiality. Employees must not spread malicious rumours or gossip, as this can create unnecessary distress and fear.

6 Information, Data Protection and Confidentiality

Employees whose work involves holding information and personal data must familiarise themselves with relevant legal requirements and the Academy's arrangements for data protection, and comply with them. They must make themselves aware of which information the Academy is and is not open about and act accordingly.

Employees must not disclose personal data or other confidential information to any person not authorised to have it.

Employees must produce personal data held by them to a person entitled to access to it in a timely and efficient manner.

Employees must take reasonable and practicable steps to verify the identity of a person applying for access to personal data.

Employees must not provide personal data relating to another employee of the Academy to a person not authorised to have it, without first obtaining the permission of that employee.

Employees must comply with all security arrangements provided by the Academy for the security of personal data and confidential information, including proper use of passwords on computers.

Employees must not use information obtained in the course of their work (other than information that is publicly available) improperly for personal gain or benefit themselves or any other person.

Employees must not, without informing the Headteacher, provide a reference on behalf of the Academy in relation to any person.

7 Contact with the Media

Scope of Guidelines

These guidelines apply to employees who have contact with the media.

Definition of Media Relations

Most commonly this means writing letters or otherwise communicating with the newspapers but also includes any activities resulting in outside publication or broadcast. e.g. Books, articles, radio and television appearances. It also includes social media that uses web-based and mobile technologies to facilitate interactive dialogue, e.g. e-mails, blogs, facebook, web-sites and twitter.

As a Private Citizen

As a private citizen you are free to participate in media relations subject only to certain restrictions designed to protect the Academy, as employer, from embarrassment and to preserve confidentiality.

You must not disclose:

- Confidential information affecting an individual or individuals
- Commercial information, e.g. Details of contracts
- Information relating to negotiations with Trade Unions
- Information relating to any legal action in which the Academy is, or is likely to become involved with
- Information connecting with your duties.

You must be especially careful if what you say involves:

- Policy making and/or political controversy
- Criticism of politicians, political groups or the Academy's performance
- Other employees.

It is important that there is no suggestion that you are speaking as an employee and that you have taken all reasonable steps to avoid any inference that, including denial if necessary, you are speaking as an employee. You must also ensure that neither the content of what you say nor the way in which you express yourself could in any way

undermine your client's and/or public's confidence in you as an employee of the Academy.

As an Employee

If you have suggestions to make, grievances to air or wish to influence the development of Academy Policy, you can do so by either:

- Taking it up with your line manager
- Taking it up with your Trade Union or Professional Association who can pursue it through established procedures.
- Report any concerns confidentially under the procedures set out in the Academy's Whistleblowing Policy.

You must not attempt to do so by media contact.

Employees Whose Duties Involve Media Contact

As an Academy employee, you are in a public service and therefore it is important that you adopt a tone, style and content that is consistent with your responsibilities.

Further Advice

If you are in any doubt as to whether the media contact you have in mind might infringe these guidelines, you should seek guidance from your line manager in the first instance.

8. Equal Rights

The Academy has an Equal opportunity policy, available on the school website. Employees must comply with it.

In accordance with this, all employees must not discriminate against or harass any colleague or member of the public on the grounds of a person's sex, race, disability, culture, age, sexual orientation, gender, pregnancy or maternity, religion and or belief, marriage or civil partnership, class, economic or any other disadvantage. Harassment can be behaviour by one or more persons against any other person(s) which causes offence or embarrassment or creates fear, stress, tension or any other detriment in the workplace. Such behaviour may be physical, verbal, non-verbal or written and can include intimidating acts, offensive comments or gestures and interference with the employee's property or work station. This definition includes racist or sexist remarks. Even if these are intended as a joke, they are very offensive and are not acceptable.

Employees must comply with and demonstrate positive commitment to Academy's equality policies by their conduct, behaviour and example.

This includes:

- Treating all people with equal respect whilst recognising and valuing differences.
- Understanding and making reasonable adjustments to meet different individual and community needs
- Challenging inappropriate behaviour
- Listening, interacting and responding in a positive manner

Managers have a particular responsibility to ensure the workplace is free from discrimination and harassment and to take appropriate action at the earliest opportunity.

Employees must not display or circulate material which may cause offence.

Employees must undertake any training required of them, which is provided in connection with the Academy's Equal Rights Policy.

Managers and other employees in a senior role have a particular responsibility to conduct themselves in accordance with these rules and the spirit of the Academy's policies on Equal Rights, at all times. It is important to manage by example to set standards for all staff to follow.

9 Trade Unions

All Employees must respect arrangements between the Academy and trade unions that relate to their recognition and involvement in consultation and negotiation on employee matters.

10. Use of Academy Resources

'Academy Resources' includes all land and buildings, property, equipment and systems of the Academy and the work and results of effort of another employee. In particular the expression includes stationary, telephones, photocopiers, computers and computer software, cameras, buildings, offices, car parks, materials and supplies, machinery, tools, intellectual property and copyright. Employees must only use resources for the purposes of the Academy and must not use Academy resources for their own personal purposes or for the purposes of any other person without permission.

Employee's attention is drawn to the fact that telephone call and e-mail/internet logging systems are in operation in the Academy and may be used to identify improper use. Any communications using the Academy systems may be monitored.

Employees using Academy resources must familiarise themselves with all instructions and any relevant safety information.

Employees must take reasonable care in using Academy resources and must report any loss, damage, defect or failure as soon as practicable.

Employees must provide adequate arrangements for the security for Academy resources for which they are responsible or have possession of, and take reasonable and practical precautions to prevent loss or damage.

Employees must at all times and under all circumstances use public funds in a responsible and lawful manner. They should strive to ensure value for money to the local community, avoid legal challenge to the Trust and comply with all financial regulations.

Employees should follow the rules on ownership of intellectual property and copyright created during their employment with the Academy.

Employees must comply with Academy rules when disposing of any assets, property to otherwise including those of nil value.

11 Gross Misconduct

- (a) Gross misconduct is generally seen as misconduct serious enough to destroy the employment relationship between the employer and the employee and make any further trust, confidence and future working relationship impossible.
- (b) Gross misconduct will normally lead to summary dismissal (i.e. dismissal without normal period of notice or pay in lieu of notice) following a Formal Disciplinary Hearing.
- (c) The following list is not exhaustive nor in any order of priority but are examples of circumstances which will normally amount to Gross Misconduct and may result in summary dismissal. It is the responsibility of employees to be aware of other circumstances within their particular workplace or duties which would amount to Gross Misconduct: -
- Failure to comply with reasonable management instruction. In the case of less serious/less urgent instructions repeated and willful failure would be required for it to constitute gross misconduct.
 - Improper use of an official position for private gain or the private gain of some other person, including soliciting or accepting bribes.
 - Fighting or physical assault on clients, members of the public or other employees, including maltreatment of persons in the Academy's care.
 - Deliberate misrepresentation as to the personal information required by the Academy, e.g. date of birth, status, qualifications, experience and health, where that information has been relied upon by the Academy.
 - Deliberate falsification of time sheets, claim forms, letters etc.
 - Theft, misappropriation, unauthorised possession or malicious damage to property, materials or equipment of the Academy, its clients or other employees.
 - Negligence or non-compliance with any Health & Safety requirements such as to endanger life or cause unacceptable damage or injury.
 - Unauthorised use of Academy materials, equipment, vehicles or Academy facilities whether during or outside the working day.
 - Conduct prejudicial to the Academy's interest or conduct of a criminal nature, whether committed at work or outside working hours which, having regard to the nature of the offence and the duties of the employee's post, may damage the reputation, integrity and credibility of the Academy.
 - Doing private work during hours when contracted to work for the Academy – this includes unpaid voluntary work.
 - Personal harassment of a serious nature, including, for example: -
 - Verbal Abuse – which includes derogatory language relating to a person's gender, race, disability, culture, religious beliefs, age, sexuality, class, economic or other disadvantage.
 - Unwelcome and intentional touching of another person's intimate body areas or clothing.
 - Threatening to take action against a person over whom the harasser may appear to have power. This could include, for example, threatening to withhold Academy services if sexual advances are

rejected or implying that promotion will be denied because of a person's race.

- Behaviour which cannot be justified; is in conflict with the Academy's equal rights policy or equal rights employment policy; is found to be offensive by the recipient; is perceived by the recipient to be harassment.

and

- which persists despite the recipient making it clear to the harasser that they object to the behaviour in question;

or

- continues despite the offence caused being apparent to any reasonable person.

This type of behaviour need not involve direct abuse but could include general remarks about gender, race etc. which are offensive, including the use of patronising terminology, jokes, or other words or actions detrimental to a good working environment.

Review

This Employee Code of Conduct will be reviewed annual.

Glossary

Rules:

The ACAS Guide on Discipline & Grievances at Work (March 2011) states that “Clear rules benefit employees and set standards of conduct. They also help employers to act fairly and consistently. Employers should also set standards of performance so that employees know what is expected of them.

This is usually done as part of an organisations performance management which will involve agreeing objectives and reviewing performance on a regular basis.”

Acceptable:

Meeting and maintaining a level of performance and conduct to a standard that is acceptable to the Academy.

Reasonable:

The reasonableness of an instruction must be judged with consideration given to all of the circumstances in the case. Each case must be dealt with on its own merits and the outcome appropriate and proportionate to those circumstances.

General Principles of Conduct.

Expectation

- The public is entitled to expect the highest standards of conduct and behaviour from employees of the Academy. These general principles reflect that expectation. These general principles are part of the conditions of employment of employees.

Conduct & Behaviour

- Employees must undertake their work with care, act in good faith and comply with all relevant instructions, rules, procedures, standards and other requirements.
- Employees must be honest, polite, reliable and conscientious in carrying out their work.

Law and Trust

- Employees must uphold the Law and act in a way that reflects the trust the public places in them.

Neutrality

- Employees must comply with decisions of the Academy and must not allow their own opinion to interfere with their work.
- Employees must make decisions on behalf of the Academy objectively and on their merit, having regard only to relevant information.
- Employees must act impartially and not allow their neutrality to be put in question by accepting inappropriate gifts or hospitality.

Personal Interests

- Employees must not allow their personal interests to conflict with the Academy’s interests nor make use of their employment to further their private interests.

Relationships with Others

- Employees must relate to the public, councillors, contractors and each other fairly, sympathetically, with respect, and without bias, discrimination or abuse.

Public Resources

- Employees must not use public funds and resources responsibly and lawfully and must not use them for unauthorised personal use.
- Employees must act as guardians of public funds and resources and make all reasonable arrangements for their security.

Information and Confidentiality

- Employees must readily provide available information to the public and councillors that they are entitled to, and must comply with restrictions placed on confidential information.

Duty to Report

- Employees must report activity they believe to be unlawful or improper.

St Philip's CE Primary Academy

Employee Code of Conduct

Signature sheet

When dealing with colleagues we will:

- Treat colleagues with courtesy, respect and trust.
- Ensure that we take actions which take account of and support the roles and responsibilities of others.
- Respect and value the diversity of views and backgrounds represented.
- Try to keep a sense of perspective and understand differing viewpoints.
- Strive to be flexible.
- Work together in the best interests of the whole school to solve problems.
- Share ideas and resources to help colleagues and pupils.
- Strive to remain calm in potentially difficult situations.
- Respect confidentiality.
- Value the differing talents of each other for the good of the whole school.
- Seek a solution rather than blame each other.
- Avoid personal disputes.

When dealing with children we will:

- Show a genuine interest in them and listen to what they say
- Respect and treat them as individuals.
- Expect them to treat all others with respect – peers and adults alike.
- Model and constantly show our high expectations.
- Value them for who they are.
- Foster an atmosphere of trust in a safe environment.
- Aim to motivate and inspire.
- Address children appropriately using agreed names.
- Celebrate success by encouraging, praising and supporting them.
- Work with them to maximise their learning potential.
- Treat them appropriately for their age and their needs.
- Are sensitive to their needs.
- Strive to remain calm in potentially difficult situations.

When dealing with parents we will:

- Direct parents to appropriate members of staff
- Respect confidentiality.
- Respect that parents and carers may come from different backgrounds.
- Remain calm and show a degree of empathy.

When talking about our school we will:

- Emphasise the positive.
- Show loyalty.
- Are sensitive to our audience.
- Support the agreed structures and policies.
- Work for the common good and strive to see the whole school picture.
- Acknowledge our position as an ambassador for the school.
- Uphold confidentiality.

I confirm that I have read the full Code of Conduct which is summarised on this page.

Name.....

Role.....

Date.....

Signature.....