



EDINBURGH PRIMARY SCHOOL

MODEL CODE OF CONDUCT FOR SCHOOLS

1.0 Introduction

- 1.1 The School's aim is to offer a high quality education to our pupils. In order to achieve this, we must be responsive to pupils, parents and other members of the community, develop our staff and provide high quality leadership and management.
- 1.2 In our capacity as School Staff and Governors, we have a duty to behave in a way that reflects well on the school, working at all times within the law and according to school and LEA procedures. Staff should not deliberately behave in such a way that brings the school into disrepute.
- 1.3 We should all be treated with courtesy and respect at all times. Everyone is entitled to be treated fairly. Staff should endeavor to work both efficiently and safely within the requirements of their contract and within the guidelines of Lifelong Learning Safety Document.
- 1.4 This Code sets out the standards of conduct expected by the Governing Body of all school staff. It is not intended to restrict employees in the general exercise of their civil rights as citizens.
- 1.5 It is important that all employees are made aware on appointment or otherwise and read the School's Code of Conduct. Deliberate disregard for the code of conduct may result in disciplinary action.
- 1.6 If in doubt about any aspect of the Code, seek advice from your Head of Department, Headteacher, Chair of Governors or trade union.

2.0 Working in the Education Service

- 2.1 Pupils and Parents / Carers - This Governing Body expects that all staff will deal with students / pupils and parents / carers with respect, courtesy and helpfulness. It will not tolerate discrimination by staff members particularly on the grounds of race, gender, religious belief, disability, sexuality, marital

status, HIV status, age, personal circumstances or any irrelevant criminal conviction. This includes not passing on to anyone information about pupils and their parents / carers unless there is a need for them to have this information in the course of their work. Guidance should always be sought from senior management.

- 2.2 Governing Body - If an individual member of staff wishes to contact the Governing Body, this should be done through the management processes in the school or through their trade union.

3.0 Working with Other Staff

- 3.1 Effective schools are those where staff work co-operatively. Discrimination by any member of staff will not be tolerated, particularly on the grounds of race, gender religious belief, sexuality, marital status, HIV status, disability, age, personal circumstances or any irrelevant criminal conviction. Staff are expected to work together showing respect, courtesy and helpfulness whatever the member of staff's position in the school. Staff should not censure other staff or criticise them in front of pupils or other persons not directly involved in the running of the school.
- 3.2 When staff leave a post, they are expected to leave files, documents and records in good order to facilitate the work of the person taking over the position and the smooth running of the school.
- 3.3 Staff have the right to use the school's grievance procedure freely and without prejudice if they feel this Code of Conduct has been broken.

4.0 Relationships between Senior Staff and their Staff

- 4.1 It is important for senior staff to have good working relationships with their staff.
- 4.2 Senior staff should explain to staff exactly what is expected of them and should support them in their work, including helping them deal with pupils, other staff, parents and the community, should they need it. They should encourage staff in their training and professional development.
- 4.3 Staff should carry out reasonable and lawful requests made by senior staff to the best of their ability.

5.0 Working with Councillors

- 5.1 Councillors should deal with staff courteously and reasonably.
- 5.2 Any personal matters to do with a member of staff's job should not be discussed with councilors directly, but should go through the accepted school or Council procedure or be discussed with the trade unions.

5.3 The above does not preclude you from approaching your local Ward Councillor in his/her role as the elected representative concerning non-work issues.

6.0 Working Safely

6.1 The Governing Body in conjunction with the Education Authority will meet any legal obligations and ensure that the school is a safe and healthy working environment.

6.2 In turn all staff are expected to:

- follow the school's and Council's health and safety policies;
- take all reasonable steps to ensure the health and safety of themselves, pupils and other staff;
- where it is deemed necessary to wear personal protective equipment it should be worn/used in accordance with local code of practices;
- report promptly any accidents (or near misses) to the management and the appropriate union safety representative;
- attend any occupational health referral required by the Governing Body or the Council;
- staff taking any medication which could affect their ability to do their work or in particular, to use hazardous equipment should inform senior management;
- co-operate in all activities, including training, organised to promote safety.

7.0 Working Hours

7.1 Staff should work the number of hours set out in their contract of employment. All staff are expected to be punctual.

7.2 If staff are unable to work because of sickness they must inform the appropriate person by the agreed time in the agreed manner as laid down in the Sickness Absence Management Procedure.

8.0 Working with Integrity

8.1 All staff are expected to work with integrity and honesty. Occasionally, school staff are put in a position where they feel they might be being compromised, for example, over the granting of a contract for building work or the purchase of equipment or over the admission of a pupil to a school or examination results. If this occurs the member of staff should discuss the matter with his/her line manager, Head of Department, Headteacher or Chair of Governors.

8.2 School staff may be offered favours, or gifts. This act could be thought to be compromising. If offered, advice should be sought from a Senior Manager.

- 8.3 Acceptance of a bribe or favour in relation to his/her work could lead to an allegation of gross misconduct.
- 8.4 Staff who are in a position to influence a decision must declare an interest for example if they have a close friend, partner, associate or relative who is providing goods or services to the school or who is applying for a job in the school or who is bidding for a contract in the school.

9.0 Applying For Posts

- 9.1 When applying for a job staff must not canvass for the purpose of achieving an appointment either directly or through another person on their behalf.

10.0 Political Activities and Public Duties

- 10.1 All staff should ensure that they do not allow personal or political opinions to interfere with their work. Staff should note that under the Local Government and Housing Act 1989, there are certain local government posts that restrict political activity. This applies to posts whose salary currently is or exceeds point 44 (PO5) of the salary scales for support staff. Advice should be sought from Human Resources on this matter.
- 10.2 All staff have a right to ask for time off for public duties (as outlined in the **Staff Absence Procedure**) for example to be a School Governor or juror.

11.0 Paid or Unpaid Public Duties

- 11.1 Your Headteacher or Chair of Governors must be informed before you agree to take on responsibilities, outside the school during your paid school time. This could include sitting on national, regional or local curriculum groups, editorial boards, or other bodies.
- 11.2 You must not use your position in the school to gain additional employment and you may not be engaged in such employment during school time (which includes sick leave) or use school or council equipment such as phone to carry out the work.
- 11.3 The school encourages involvement in recognised trade unions and will provide facilities and assistance as per national and local agreements. In particular duly appointed safety representatives shall be given the necessary assistance and facilities to perform their functions as laid down in the "Safety Representatives and Safety Committee Regulations".

Working with School Property

- 12.0 You may not borrow school property without permission, please discuss with Business team.
- 12.2 You should not copy or take school software including licensed software for your own use, nor use your own software on school equipment.
- 12.3 School telephones should not be used for personal calls except in exceptional circumstances.
- 12.4 All staff should abide by the school's financial regulations and procedures. It is the Head teachers' responsibility to ensure all staff are made aware of these regulations where relevant.

13.0 Working and the Law

- 13.1 Unless exempt by the Rehabilitation of Offenders Act 1974, any criminal convictions which occur while employed by the school and which may affect your ability to carry out your job should be disclosed to the Headteacher or Chair of Governors in writing.
- 13.2 If you break the law outside school, in any way that damages public confidence in the school, this could result in disciplinary or other action being taken against you.

Name: _____

Sign: _____ Date: _____