

St Anne's Catholic Primary School

Staff Code of Conduct

Academic Year 2025-2026

1. General Principles

1.1 Overview

- 1.1.1 St Anne's is a Catholic school and, as such, our mission statement underpins everything we do. Staff members are encouraged to follow and emulate the teachings of Christ in their actions. We ask everyone – practising Catholic or not – to respect the beliefs and teachings of our faith.
- 1.1.2 St Anne's Catholic Primary School expects your work, conduct, integrity and honesty to be of the highest standard, since these things can directly affect the services we provide, the success of school policies, and public confidence in the school. **All staff members need to set a good example to the children in their care so that the children can look up to them as positive role models.** This Code of Conduct sets down the standards it expects from **ALL** employees - failure to comply with these standards may render you liable to disciplinary action. You must, therefore, familiarise yourself with the disciplinary policy and the standards laid down in this Code.
- 1.1.3 In making clear the standards of conduct which are expected of school employees, we also wish to emphasise that some of these standards may extend to your behaviour outside work. The school reserves the right to take action against any employee whose actions and/or behaviour, inside or outside work, has a bearing on their employment. This includes damaging the school's image or bringing the school into disrepute. Also, if you are an employee who receives a service from Lambeth Council, (e.g. as a tenant) you must not abuse your position, by fraud or deception, to obtain services or benefits to which you are not entitled, and you should at no time become indebted to the school. The school will fully investigate any such allegations and, where appropriate, disciplinary and other legal action will be taken against you. The school will also take similar action against an employee who obtains services or benefits by fraud or deception from other Local Authorities or benefit agencies.



1.2 If You Are a School Leader

- 1.2.1 As a school leader it is your responsibility to familiarise yourself with the relevant policies, financial and legal regulations which may affect your work. Failure to comply with any statutory regulations applying to school services may result in disciplinary action against you.

1.3 Discipline - Rules and Procedures

- 1.3.1 As you will see from the school's disciplinary policy, the list is not exhaustive, but it does give you a very good idea of the types of offences that will result in disciplinary action where there is a case to answer. If you break these rules, St Anne's Catholic Primary School will discipline you in accordance with the agreed disciplinary procedures. An act of gross misconduct or acts of persistent misconduct may result in your dismissal.

1.4 School Policies

- 1.4.1 It is the responsibility of all members of staff to ensure they are familiar with the school's policies and that these are followed. Key policies are available on the school website and additional policies for staff can be found on the T:/drive.

2. When You Apply for Work with St Anne's Catholic Primary School

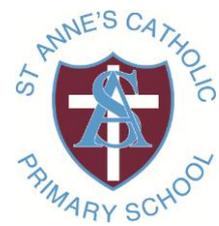
- 2.1 St Anne's Catholic Primary School expects integrity and honesty from its employees and this applies from the point at which you apply for work with the school. Lying to, the supply of false information/documents, or attempts to deliberately mislead an interview panel will be treated very seriously and will result in disciplinary action against you.
- 2.2 You will be required to disclose information to St Anne's Catholic Primary School about any criminal offence of which you have been convicted (unless we cannot require you to do so under the terms of the Rehabilitation of Offenders Act 1978) or if you have been charged with a crime which (if convicted) would make you unfit for your job. You are also required to disclose any police cautions you have received. This applies to new employees and also to existing employees. Please bear in mind that your outside activities and connections (business or social) may affect your impartiality to do the job. Employees of the school **must** declare any activity or relationship or connection to avoid any possible conflict of interests between your school duties and your private interests. This now includes the requirement that **all employees (and new appointees)** declare membership of the Freemasons or other similar organisations (i.e. any organisation which is not open to the public and which has secrecy about rules, membership or conduct).



- 2.3 It should also be noted that membership of sports clubs, trade associations, professional bodies, Guilds, youth organisations, housing associations, tenants associations, national or local campaigns, charitable bodies or political parties could, in exceptional circumstances, give rise to a conflict of interest in the course of your work and in such circumstances you would be expected to declare your membership. This would give your line manager/supervisor an opportunity to assess the risk of any conflict of interest and take any necessary action. You will be required to provide a current home address, which will be kept on your personnel file. You are required to advise the headteacher/admin team of any change of address, and to ensure that the school always holds a current home address for you.
- 2.4 There may be occasions when the school needs to contact you urgently. This is why it is important that we hold a current record. If you fail to provide a current home address you may be subject to disciplinary action.
- 2.5 Applicants for posts should not approach or attempt to influence members of the recruitment panel outside of the normal recruitment process. Any such attempt will lead to disqualification from the application and/or disciplinary action.
- 2.6 The school has a duty to safeguard the children and staff, and to ensure it is compliant with legislation. To this end, staff members are required to present certain paperwork to the school business manager to prove e.g. identity, address, nationality, qualifications, etc. This will then be returned to you, shredded or stored securely in accordance with the provision made in the Data Protection Act.

3. Working for the Public and with Other Employees

- 3.1 As a public sector employer, St Anne's Catholic Primary School demands a very high standard of conduct from its employees at all times; this is especially so when you are dealing with children, staff, families, and members of the public. Others have a right to expect courtesy and co-operation at all times. In the course of the work that you do, you may find that you are handling sensitive or confidential information about school clients or staff – you must respect confidentiality at all times in the course of the work that you do.
- 3.2 People will judge the school by your behaviour and your actions.
- 3.3 The school takes very seriously its responsibilities towards the disadvantaged and the vulnerable members of our community - especially children, older people and people with disabilities. You must not abuse your position or take advantage of any member of the school community and you will be expected to take additional care in your dealings with the



more vulnerable members of the school community. Therefore, you must do nothing which would:

- damage public confidence in your motives;
 - damage public confidence in your integrity as an employee;
 - bring the school into disrepute.
- 3.4 Language or behaviour which is rude, offensive, threatening, violent, or abusive towards a student, member of the public, work colleague, manager/supervisor, or governor will not be tolerated from any employee. Abuse by members of the public towards school employees is not acceptable and should be reported to your line manager immediately.
- 3.5 Please also remember that your personal appearance can affect our community's perception of the school. The school has a public image to maintain and it is important that your dress and behaviour support and maintain a positive public image. Staff clothing should be appropriate for school please avoid clothing that maybe inappropriate especially in warmer weather. Protective clothing, where appropriately provided, must be worn and a general standard of neatness and cleanliness should be observed by all employees.
- 3.6 If you are a parent of a child at the school as well as an employee, you should not expect or seek preferential treatment in the event of any enquiry or complaint about any service(s) provided to you by the school.
- 3.7 Similarly, the school will not tolerate offensive or abusive behaviour towards the staff who are dealing with your enquiry and any such complaints may lead to disciplinary action being taken against you.

4 Equal Opportunity

- 4.1 St Anne's Catholic Primary School has developed a number of policies on equal opportunity and all employees are required to be aware of them and comply with and implement these policies in all aspects of the work they do. These policies include admissions, anti-bullying, disability, ethnic minority achievement, race equality etc. Employees also are obliged to observe and adhere to the requirements of the law in relation to race and sex discrimination.
- 4.2 The school's disciplinary rules make clear that harassment (racial, sexual or otherwise) is a serious offence.
- 4.3 You must not discriminate against anyone particularly on the grounds of:
- race
 - gender



- religious beliefs
- ethnic or national origin or culture
- disability
- sexual orientation
- marital status
- HIV status
- age
- class

4.4 If you are a parent, relative or family friend of a child at the school it is important to maintain a professional approach to work. All children must be treated equally; children of staff members must not be given preferential treatment, nor should they be treated more harshly than their peers.

5. The Responsibilities of Managers and Employees

5.1 If you are a manager or a supervisor

5.1.2 You will be responsible for setting an example to staff in the application of this code of conduct. You will be required to enforce the standards that the school has set and you will be responsible for ensuring that any breach of the school's disciplinary rules are dealt with - quickly, fairly and consistently. You must ensure that you are familiar with all the school's policies and procedures and that you implement them in a non-discriminatory way. You will be responsible for communicating those standards to the employees in your work area and advising them of any particular rules which may apply.

5.1.3 You will also be responsible for ensuring that proper procedures and controls operate within the area you manage to detect and protect against fraud, loss and breach of procedures. You will also be responsible for ensuring all safeguarding procedures are followed.

5.1.4 Health and Safety of employees and members of the public is a major responsibility of managers throughout the school - make sure you know what that entails and that employees in your work area are all informed of particular safe working practices.

5.2 Working with your Manager

5.2.1 All employees of St Anne's Catholic Primary School are expected to work diligently and to contribute positively to the daily tasks of the school in the provision of services to children, families and the local community. Getting to work on time, applying yourself to the job in hand, co-operating with colleagues, your line manager and the leadership teams will greatly assist



your working relationships and help the school in the delivery of a high quality education to the children and families in our community.

- 5.2.2 You must, therefore, undertake your duties as outlined in your job description to the best of your ability and you must abide by the terms of your contract of employment. You must comply with legitimate instructions which your manager or supervisor gives you and with all operational procedures and regulations.
- 5.2.3 You should not make any public statement on behalf of the school, e.g. to the Press, without the express permission of the Governors. You must not communicate with the media in regard to any employment or service matter without the express permission of the Governors. Only the headteacher may provide formal references on official school paper, although s/he may choose to delegate this role. Information which is confidential and only available to you in the context of your employment and which would not otherwise be available to you as a member of the public, must not be disclosed outside of your work, except in accordance with the school's Whistle-blowing policy.
- 5.2.4 Please be aware that disclosure of confidential, false or misleading information may be in breach of the Data Protection Act, may have serious consequences for the school and for you and may result in disciplinary proceedings being taken against you.
- 5.2.5 You also have responsibilities under the Health and Safety at Work Act and you must take care in undertaking your duties - it is your responsibility to wear any protective clothing and use any safety equipment, which is issued. You must report any accident/incident (or near miss) that you have at work and report any health and safety risks to your manager/supervisor without delay.

5.3 Alcohol, Drugs and Substance Abuse at Work

- 5.3.1 Alcohol, drugs or substance abuse impairs judgment and you can put yourself, your work colleagues, the children and members of the public at risk if you undertake your school duties while under the influence of drink, drugs or dangerous substances.
- 5.3.2 Abuse of any such substance whilst you are at work, or affecting your work will be treated as a serious disciplinary offence.

5.4 Whistle-blowing Policy

- 5.4.1 St Anne's Catholic Primary School has published a Whistle-blowing policy, which is available in the policies folder on the T:/drive or obtain a hard copy from the SBM. As custodians of public services, schools have a duty to ensure that there is no malpractice in the operation or delivery of services. To this end, the school has set up procedures to enable



employees to raise concerns, both internally and outside of the organisation.

- 5.4.2 The policy covers any significant concerns that an employee has about malpractice in any aspect of service provision or conduct of staff, contractors, governors or other agents of the school. The malpractice may be a breach of the law, school policy, regulations, or against established standards of practice.
- 5.4.3 The policy is not an alternative process for raising concerns or grievances over managerial decisions or other matters for which there are appropriate existing procedures within the school.
- 5.4.4 The school will not tolerate any victimisation of any employee raising a concern under the policy; equally, the school will protect employees and others from malicious, false or vexatious expressions of concern.

6. Working Hours and Attendance

- 6.1 Punctuality is important – if you are unable to come to work, or may be late, you must inform the School Business Manager by text message as soon as possible (07966051297). Please see the sickness absence procedures policy for sickness reporting procedures.
- 6.2.1 You should arrange dental/doctor's appointments during school holidays and/or out of school hours where possible. Emergency appointments should be arranged very early in the morning or late in the afternoon if an evening appointment is not available. If it is clear that every effort has been made to arrange an appointment outside of working hours but this has not been possible, the headteacher may exercise discretion in payment or requirement to make the hours up. Give your manager as much notice as possible of any hospital, GP or dental appointments. Similarly, it is important that you agree with the headteacher any special leave you want **before** you take it. You must accurately record details of any absence on your return to work with the school business manager.
- 6.3 It is required that all staff attend Monday morning briefings [8.40am in the staffroom] unless there is a legitimate reason for absence (e.g. sickness, playground duty, pre-arranged absence agreed by the leadership team).

7. Working honestly and with integrity

7.1 General principles

- 7.1.1 Working honestly and with integrity means that you (or a member of your family) must not accept bribes, hospitality or substantial gifts that are



offered by an organisation or person able to provide work, goods or services to the school. Such actions are likely to be misconstrued and will leave you open to accusations of corruption. Similarly, where you are in a position of influence, you must not show favour to anyone in connection with school business.

7.2 Corruption

7.2.1 Employees should be aware that some of the offences listed in the school's disciplinary rules also constitute criminal offences. Where appropriate, action will be taken, through criminal proceedings and the school's disciplinary procedure.

7.3 Gifts and Hospitality

7.3.1 Employees are forbidden to ask for tips or any payment for any service or goods provided except through the school's official invoice systems. Only token gifts given by parents/carers can be accepted – e.g. flowers, chocolates any gifts over £30 should be declared on a declaration form. This can be obtained from the SBM.

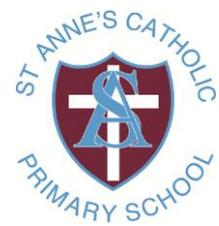
7.4 Placement of Contracts

7.4.1 The school's Financial Procedures manual covers the regulation of tenders and contracts.

7.4.2 If you have any interest in any contract which the school has entered into, or proposes to enter into, you are required by law to declare your interest (even if it is indirect) to your supervisor/manager as soon as possible. A pro-forma and guidance notes on Declaration of Interests are available from the SBM.

7.4.3 All relationships of a business or private nature with contractors, or potential contractors, should be made known to the appropriate manager. Special favors must not be shown to businesses run by, e.g. friends or relatives in the tendering process, or in respect of the supply of services or permissions from the school.

7.4.4 You must report immediately to your managers/supervisor, or other appropriate senior officer, any attempts to bribe you or any evidence of corrupt or improper conduct by others.



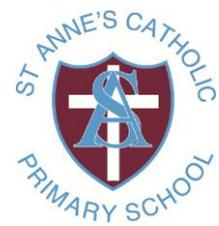
8. Working for yourself and outside bodies

- 8.1 You must not do private work during your school work time or whilst you are on sick leave. However, during your off duty hours, you may undertake other work (paid or unpaid) provided it does not compromise your ability to carry out the responsibilities of your job.
- 8.2 The school will not unreasonably require an employee to cease or refrain from other work/employment unless there is a conflict of interest, or there is reasonable belief that the physical or mental demands of the other work have a damaging effect on the employee's ability to carry out their normal duties for St Anne's Catholic Primary School.
- 8.3 You will be required to disclose any conflict of interest in such circumstances; failure to do so may lead to disciplinary action. Seek advice from your line manager/supervisor if you are in any doubt.
- 8.4 The school reserves the right to instruct an employee to cease other work (paid or unpaid) where there is a conflict of interests between the employee's official duties and other work. (This also includes work or activities that affect your ability to do your job e.g. shift work, night work, heavy manual work, sporting activities which may affect your attendance and/or performance at work and affect your health).
- 8.5 You must not carry out private work for or supply goods or services to any of the following:
- St Anne's Catholic Primary School
 - Its contractors
 - Its suppliers
- unless you have written permission from your manager/supervisor to do so.
- 8.6 Any fees that are paid by outside bodies for work that you do in the course of your job with St Anne's Catholic Primary School, must be made over to the school. However, you can of course, keep any fees for work undertaken (and lectures given) in your own time.

9 Working with the School's Money and Property

9.1 Theft

- 9.1.1 Stealing will **not** be tolerated from the school, its clients or fellow employees. Waste, loss, fraud, unauthorised use or willful or negligent damage to school property – all are considered to be so serious that you can be dismissed from St Anne's Catholic Primary School if you are found



guilty. There are some very basic standards which all employees must conform to which are as follows:

- 9.1.2 Do not steal, or remove without authorisation, money or property from the school, its clients or work colleagues.
- 9.1.3 When handling school or clients' money or property (including papers) carry out your duties with care -you will be responsible for the security of any money or property in your care.
- 9.1.4 Do not take responsibility for school money or property unless it is part of your official duties.
- 9.1.5 Careless talk about St Anne's Catholic Primary School's business or finances may cause embarrassment or even financial loss for the school: observe confidentiality at all times.
- 9.1.6 Do not use equipment (e.g. computers, school vehicles, telephones etc.) or money for any unauthorised purpose – always ask permission if you are in doubt.
- 9.1.7 Do not copy school computer software for your own (or anybody else's) use.
- 9.1.8 Do not take school equipment home unless you have written permission from your manager/supervisor

9.2 Use of Financial Resources

- 9.2.1 Employees must ensure that they use public funds entrusted to them in a responsible and lawful manner, ensuring value for money to the local community and avoiding legal challenge to the authority.

9.3 Overpayments to employees

- 9.3.1 It may occur that you are receiving an overpayment of salary/ allowance/overtime.
- 9.3.2 It is your responsibility to notify the headteacher where this occurs and to make arrangements for repayment. Failure to do so may make you liable to disciplinary action, which could lead to dismissal.

9.4 Debt to St Anne's Catholic Primary School

- 9.4.1 The school owes a duty of fiduciary care to all members of the school community. This means taking action against any person who has a debt to the school.



9.4.2 Employees are required to set a good example and that means not allowing themselves to become indebted to the school.

9.4.3 Debt equates to lost revenue and impacts directly on the services to children and families that the school provides. It is not acceptable for staff to be in arrears on dinner money etc.

10 Disputes

10.1 Any individual employment matter you wish to draw to the attention of St Anne's Catholic Primary School must be through the existing School procedures (such as the Dismissal Appeals Procedure or the Grievance Procedure), or through the formal consultative machinery. Advice on these procedures may be obtained from your line manager/supervisor or your Trade Union.

11. Fraud

11.1 The school will not tolerate fraud by an employee, either against the school or any other external benefit agency or any other Local Authority. Wherever fraud of any description is uncovered it will be investigated and appropriate disciplinary action will be taken.

12 Related policies can be obtained on the staff T:Drive

12.1 See also:

- Sickness;
- Pay;
- Performance Appraisal;
- Capability;
- Disciplinary

Date agreed by Governing Body on Autumn 2024	Signature of Chair or Vice Chair
Date agreed for Review Autumn 2026	Frequency of Review Bi-Annual
Responsibility for Review Resources Committee/FGB	