



We aim to create an exceptional school that harbours confidence, respect and a love of learning and prepares children for the challenges and adventures of life.

Mousehole Primary School

Code of Conduct and Safeguarding for staff and volunteers

This policy was created in February 2023

It was approved by the governing body in March 2023 and is due for renewal in March 2026

Signed by *L. Hodgson* Chair of Governors

Signed by..... *S. Brown* Head Teacher

- Members of staff / volunteers 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.
- Members of staff / volunteers must not use information obtained in the course of their duties to the detriment of the School or for personal gain or benefit; nor should they impart this information to others who might use it in such a way.
- Confidential information belonging to the School must not be disclosed to any person not authorised to receive it.

5. Staff Dress Code

To dress professionally shows pride, effort, respect for oneself and one's profession. Adults in school are role models for learners in the school; therefore they have a responsibility to model appropriate dress and appearance. The image that we project as professionals is associated with how we present ourselves; the image of the school in the community is related to how all adults in the school dress. It is therefore important to dress appropriately when acting in a professional capacity.

Adults should be neat, clean, smart and tidy, wearing clothes, including shoes, which are commensurate with their post in the school. This is not a policy meant to detail every eventuality, it is up to individual staff to decide whether their appearance is appropriate guided by the principles above and with advice from colleagues if appropriate.

6. Other Employment

- Employees are not allowed to set up a business or accept employment with a business engaged in work which is in direct competition with the School.
- If employees / volunteers do have another job it must not conflict with the School's interest or bring the School into disrepute.
- If employees / volunteers have another job with another organisation they must not act as a messenger, go between or arbitrator between that organisation and the School. Formal channels of communication must be maintained.
- Employees' / volunteers' working commitments to another employer must not interfere with their work for the School; they must be able to work for the School at the contracted / arranged times rested and refreshed.

7. Financial Inducements, Gifts, Hospitality and Sponsorship

Employees / volunteers 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 in an official capacity.

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

8. Disciplinary Action

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

9. Further Information

- This Code of Conduct cannot cover every eventuality. Its purpose is to alert employees / volunteers 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.
- If employees / volunteers are uncertain about what to do in a particular situation or require further information or guidance on the appropriate course of action to take in any situation they must contact the Associate / Headteacher for advice before they taken any action.