

## **Code of Conduct for Staff**

### **INTRODUCTION**

This Code of Conduct is intended as a guide and a help to all school staff. It sets out standards of conduct which staff are expected to follow when within, or representing the School. This code is not exhaustive but is written to assist staff and it is important that staff should take advice and guidance if necessary.

### **Rationale**

The underlying purpose is to ensure that the School provides a high quality service to its pupils and stakeholders in accordance with the Mission Statement and to promote public confidence in the integrity of the school. It takes in the requirements of the law and attempts to define the required levels of professionalism to ensure the well-being of the school, its staff and parents. It has been drafted to comply with school policies and procedures.

All staff members are requested to read this code carefully and consider the issues which it raises.

The Principal should also ensure that all staff members are aware of the code's contents.

### **PROFESSIONAL Conduct and Practice**

Within this Code of Conduct, professional conduct and practice includes such aspects as:

- ✓ acting in a fair, courteous and mature manner to pupils, colleagues and parents.
- ✓ co-operating and liaising with colleagues, as appropriate, to ensure pupils receive a coherent and comprehensive educational service;
- ✓ respect for school property;
- ✓ taking responsibility for the behaviour and conduct of pupils in the classroom and sharing such responsibility elsewhere on the premises;
- ✓ being fit for work (i.e. not adversely influenced by drugs, alcohol, etc.);
- ✓ being familiar with communication channels and school procedures applicable to both pupils and staff;
- ✓ ensuring all assessments/exams/tests are conducted in a fair and proper (prescribed) manner, and that procedures are strictly followed with respect to confidentiality and security;
- ✓ respect for the rights and opinions of others.
- ✓ ensuring that phones and technology are used appropriately. Phones should be switched to silent mode. Teachers will endeavour to only take calls in emergency situations.
- ✓ maintaining the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters. They should take care not to discuss issues of particularly sensitive matters within the school community which could cause distress to school staff, pupils or parents.
- ✓ taking responsibility for sustaining and improving the quality of their professional practice. Teachers can use 6 hours of Croke Park towards this.
- ✓ attending their place of work punctually in accordance with their conditions of service and at the times agreed with management. Those unable to avoid being late or absent should, whenever possible, give as much notice to the Principal so that alternative cover arrangements may be made.
- ✓ acknowledging and respecting the uniqueness, individuality and specific needs of pupils/ students and promoting their holistic development;
- ✓ being committed to equality and inclusion and to respecting and accommodating diversity including those differences arising from gender, civil status, family status, sexual orientation, religion, age, disability, race, ethnicity, membership of the Traveller community and socio-economic status, and any further grounds as may be referenced in equality legislation in the future.

- ✓ acting with honesty and integrity in all aspects of their work;
- ✓ representing themselves, their professional status, qualifications and experience honestly;
- ✓ upholding the reputation and standing of the profession
- ✓ taking all reasonable steps in relation to the care of pupils/students under their supervision, so as to ensure their safety and welfare;
- ✓ working within the framework of relevant legislation and regulations
- ✓ complying with agreed national and school policies, procedures and guidelines which aim to promote pupil/student education and welfare and child protection
- ✓ reporting, where appropriate, incidents or matters which impact on pupil/student welfare
- ✓ communicating effectively with pupils/students, colleagues, parents, school management and others in the school community in a manner that is professional;
- ✓ ensuring that a reasonable tone is used in dealing with children;
- ✓ ensuring that any communication with pupils/ students, colleagues, parents, school management and others is appropriate, including communication via electronic media, such as e-mail, texting and social networking sites;
- ✓ ensuring that they do not knowingly access, download or otherwise have in their possession, illicit materials/images in electronic or other format;
- ✓ maintaining high standards of practice in relation to pupil/student learning, planning, monitoring, assessing, reporting and providing feedback
- ✓ planning and communicate clear, challenging and achievable expectations for pupils/students;
- ✓ creating an environment where pupils/ students can become active agents in the learning process and develop lifelong learning skills;
- ✓ developing teaching, learning and assessment strategies that support differentiated learning in a way that respects the dignity of all pupils/ students
- ✓ in a context of mutual respect, be open and responsive to constructive feedback regarding their practice and, if necessary, seek appropriate support, advice and guidance
- ✓ acting in the best interest of pupils/students.

### **Unacceptable behaviour**

The following are examples of behaviour which the school finds unacceptable. The list is not exhaustive and it is acknowledged that it will be necessary to exercise judgement in all cases and to be fair and reasonable in all the circumstances.

1. Any form of physical/verbal violence towards pupils.
2. Physical violence, actual or threatened towards other staff or visitors to the school.
3. Sexual offences, sexual insults or sexual discrimination against pupils, other staff or visitors to the School.
4. Racial offences, racial insults or racial discrimination against pupils, other staff or visitors to the school.
5. Theft of school monies or property and of monies or property of colleagues or visitors to the School. Removal from school premises of property which is not normally taken away without the express authority of the Principal or of the owner of the property.
8. Wilful damage of school property or of property belonging to other staff or visitors to the School.
9. Wilful disregard of safety rules or policies affecting the safety of pupils, other staff or visitors to the School.

12. Gross neglect of duties and responsibilities.
13. Unauthorised absence from work.
15. Deliberate breaches of confidentiality particularly on sensitive matters.

This policy was ratified by the Board of Management on Monday 23<sup>rd</sup> April 2018