

**St. Mary's Catholic Primary School Chiswick**  
*"Living and learning, inspired by our faith"*

**STAFF CODE OF CONDUCT**



**February 2023**

*DHR Sanku*

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**Headteacher / Chair of Governors**

**Next Review Date: January 2025**

## **1. Aims**

1.1. We are all special with many gifts and talents. At St. Mary's we recognise this and learn to respect each other as we prepare our pupils for life in the wider world.

1.2. Our community is united by its faith in Jesus whose values we both teach and live by. At St. Mary's we encourage everyone to share, grow and flourish in faith and love. We respect and acknowledge one another's differences.

## **2. Values**

2.1. At St Mary's we work together in faith to provide the very best opportunities for our young people. We act as role models at all times and promote our shared vision and goals.

2.2. These are:

- Positive relationships displaying mutual and self-respect.
- Responsibility and accountability with regards to the position we hold in the school community.
- To show initiative and productivity.
- To demonstrate efficiency and accuracy.
- To provide timely information.
- Transparency and honesty in all our interactions.
- To display the highest possible standards of professional behaviour.
- To treat all colleagues fairly and with respect.
- To co-operate with colleagues, providing support, help and guidance as required by them and their line manager, and enable effective communication throughout the School.
- To work in a collegiate and professional manner with colleagues and other professionals.
- Discuss any issues that arise with colleagues in a considered, measured and entirely professional manner. This should be done privately.
- To act in a fair, courteous and mature manner to pupils, colleagues and other stakeholders.
- To co-operate and liaise with colleagues, as appropriate, to ensure pupils receive a coherent and comprehensive educational service.
- To endeavour to assist the School achieve its corporate and strategic objectives – in particular, by adopting a positive attitude.
- To maintain the image of the School through standards of dress and general courtesy.
- To respect the rights and opinions of others.

- Promote appropriate professional behaviour, language and appearance and through behaviour and with colleagues.
- Avoid undermining a colleague by remarks which may be perceived as malicious, unfounded or unprofessional. This is particularly important when in contact with parents or students.
- Guard against inappropriate banter or practical jokes which could be perceived as being of an unprofessional, salacious, discriminatory or harassing nature.
- Engage and work positively with parents in an open and respectful way, not prejudiced by views about their lifestyle, culture, disability, beliefs, colour, gender, language, sexuality or age.
- In dealings with parents avoid being drawn into inappropriate discussions or divulging confidential information about other students, colleagues or the school.

2.2. It is with these values that we will continue to learn from one another and flourish.