

Staff Code of Conduct Policy



Miss Date	September 2017
Review Date	September 2018
Designated Governor	Wendy McCormack
Signature	

This code applies to all adults who work within the school in any capacity, paid or as a volunteer.

Children are learning all of the time and it is therefore important that the example we set them is always of the highest calibre. Children will be watching you as you work and move around the school. They will copy you, and may talk about you to others outside of the school. We expect all adults to comply with this code of conduct at all times, within the school, or on visits on behalf of the school.

When we speak to others we will:

- use a positive statement rather than a negative one so that children can learn what we expect of them in any situation
- use a calm tone of voice at all times, to explain something to or instruct the children, so that they can follow our words without feeling threatened or uncomfortable
- avoid using sarcastic words or phrases as these demean children and prevent them from developing high self-esteem
- demonstrate through our conversations with children and adults, and by our responses, that racist or sexist language and attitudes are never acceptable
- speak respectfully to other adults at all times, even if we disagree with them.

As professionals we will:

- avoid encouraging gossip about adults or children, and will take active steps to divert conversations away from this if we come across it
- maintain confidentiality about anything that we see or hear in the school, so that parents and carers and children can trust us, and as a way of showing respect to our fellow professionals
- work as part of a team, contributing as well as learning from others and helping to build up a strong workforce so that we can provide the best possible learning opportunities for the children
- treat everyone with respect and follow our school values – excellence; respect; challenge and self-belief
- dress appropriately following the school dress code outlined in the school handbook, so that we set a good example for the children and to show that we are here to work
- behave in a positive way despite any personal problems that we may have, especially in front of the children.

To uphold the statutory requirements of working with children we will:

- work within the school's policies and practices, so that what we do is consistent with what has been agreed between all members of the staff and the governors
- follow the school's guidelines on dealing with the children, with particular regard to policies and practices about behaviour and discipline, and about when and how we are able to restrain or handle children using 'team teach' practices
- keep up to date with the guidelines for child protection, know what to do and who to report to if anything occurs

- maintain confidentiality about children, their families, home circumstances, medical conditions, work, behaviour and progress

Personal phones and cameras not to be used in the presence of the children

We will maintain professionalism on social media by:

- using the highest level security on social media sites
- not disclosing personal email or log in details to children or parents
- being aware that any pictures or comments made will not only reflect yourself, but may reflect the profession and therefore must be kept appropriate at all times

Name _____ Signed _____ Date _____