



## Staff Code of Conduct

**All staff are expected to demonstrate consistently high standards of personal and professional conduct. All staff must uphold public trust in schools and maintain high standards of ethics and behaviour both within and outside school, including social media.**

### **Overall we agree to:**

- work within the parameters of this Code of Conduct and '**Guidance for Safer Working Practice for those Working with Children and Young People in Education Settings - 2015**'
- uphold our ethos, values, policies and practices (for example the Woodlands Essentials)
- work within statutory frameworks (Teachers' Standards, Equality Act etc.)
- adopt high standards of personal conduct in order to maintain the confidence and respect of the general public and those with whom they work
- uphold fundamental British Values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance for those with different faiths and beliefs
- promote freedom of expression and open communication
- demonstrate professionalism, showing courtesy and respect and maintaining confidentiality when appropriate with due regard to the GDPR (General Data Protection Regulation - May 2018)

### **With pupils we act and are seen to act in a child's best interests. We:**

- treat them with dignity, building relationships rooted in mutual respect, promoting an atmosphere of trust and at all times observing proper boundaries appropriate to our professional position
- have a responsibility to keep them safe and to protect them from abuse, neglect and safeguarding concerns, in accordance with statutory provisions
- should not seek to communicate/make contact or respond to pupils outside the purposes of work. We follow our school's Acceptable Use Policy.
- model high expectations of behaviour, motivating and inspiring learning
- celebrate success, encourage and show interest

### **With colleagues we:**

- promote a positive approach to working as a team
- listen to and enable all staff to have a voice
- make every effort to be flexible and accepting of change
- share and support colleagues with ideas and resources to help maintain the school's high standards of teaching and learning

### **With parents/carers we:**

- work together for the best interest of the child
- are pro-active in encouraging involvement in the life of the school
- are realistic, honest but sensitive in our communication

### **When talking about the school we:**

- show loyalty to the school
- support the agreed structures and policies and uphold confidentiality



### **Protection of school property**

All employees should treat school property, whether material or intangible, with respect and care. Employees should protect school property from damage and vandalism, whenever possible.

### **Personal appearance**

All employees must dress decently, safely and appropriately for their role. Denim, blue jeans are not acceptable. Staff should wear sensible shoes which enable them to fulfil their role. Shoes or sandals must be secure and have a back strap. Flip flops/sliders are not acceptable. Cleaning and premises staff must follow health and safety guidance for foot wear and work wear – for example, open-toed sandals are not permitted.

### **Gifts, rewards, favouritism and exclusion**

Small tokens of appreciation from parents or pupils are acceptable (eg at Christmas). However it is unacceptable to receive gifts on a regular basis or of any significant value. This could be construed as a bribe or lead the giver to expect preferential treatment. Similarly, although small tokens may be given to an entire class by a teacher (eg at the end of the year), individual, personal gifts should not be given to an individual child or family as this could be interpreted as a bribe or groom. Adults should exercise care when selecting children for specific activities, jobs or privileges in order to avoid perceptions of favouritism or injustice. Methods of selection or exclusion should be subject to clear, fair, agreed criteria.

### **Absenteeism and timekeeping**

All employees should be punctual when coming to and leaving from work. Guidelines should be followed for absence and appointments in the Managing Absence and Ill Health Policy. Appointments need to be made outside the teaching school day, unless agreed with the Headteacher.

### **Conflict of interest**

Employees should avoid any personal, financial and other interests that might hinder their capabilities to perform their duties.

**Please note:** we require staff who are convicted or cautioned for any offence during their employment with the school to notify the school, in writing of the offence and the penalty.

**Staff who do not work within our Code of Conduct will be subject to disciplinary procedures as described in the Staff Discipline and Conduct policy. Legal action will be taken in cases of corruption, theft, or other unlawful behaviour.**

Name:

Signed:

Date:

This code was approved and ratified by the Governing Body on 28<sup>th</sup> November 2017 and updated in November 2018.

It will be reviewed and updated in accordance with our policy review calendar.