

Policy for Staff Code of Conduct

At

**WESTON ALL SAINTS
PRIMARY SCHOOL**

Bath and Mendip Partnership Trust

Review Due: Oct 2023

Last review: Oct 2019

1. Introduction

This document is a statement of the aims, principles and implementation of Staff Behaviour at Weston All Saints Primary School (WASPS). It was developed through a process of consultation with teaching staff.

2. Aims and Objectives of Policy

As a member of the school community, all members of staff have a responsibility to demonstrate consistently high standards of personal and professional conduct. All staff are important role models for pupils; this includes setting a high example of how we behave towards each other, the language we use and our appearance.

3. Main Body of Policy

Setting a high example in school

As role models, all staff should:

- model positive values
- collaborate and cooperate
- speak respectfully to other adults at all times, even if they disagree
- use language and gestures which are affirming
- abstain from gossip and making malicious comments
- observe confidentiality in respect of any discussions with other individual staff about their professional problems and difficulties

Setting a high example in the community

Staff should always maintain standards of conduct so as not to bring the school into disrepute. This includes inappropriate behaviour outside school hours and off the school site.

They should not:

- behave in a discriminatory manner
- act unlawfully
- inappropriately use information technology
- use social media to communicate with pupils

Dress Code

Adults need to use their professional judgement when deciding what to wear and seek guidance from their line manager if unsure.

- Clothing should be appropriate for the activities being undertaken
- Appropriate footwear should be worn - no backless shoes/flip flops
- Clothing should be tasteful and not too revealing
- Clothing should not display inappropriate logos, promote inappropriate products or contain inappropriate language or messages
- No tattoos or piercings should be visible, with the exception of small earring

Safeguarding

All staff should:

- act in accordance with the duty of care to ensure that at all times the safety and welfare of pupils is given the highest priority
- respect confidentiality, only sharing information about any child with colleagues who have a professional role in relation to the pupil
- exercise caution and avoid placing themselves in a position which could be open to misinterpretation or criticism - if needing to speak to an individual child privately, do so in an open space or in a room with the door open
- co-operate and collaborate with outside agencies where necessary to support the well-being of a child
- never promise a pupil that they will keep secret any information given to them

Cameras and mobile phones

- Staff must not use their mobile phones to make or accept text message or calls during lessons except under extreme circumstances with the permission of the Executive Headteacher or Head of School
- Staff asked to find alternatives to using their personal devices - mobile phones and cameras - for taking pictures of children engaged in activities relating to school. In the event that photographs are taken with a personal camera or mobile phone, they should be uploaded to the school network and deleted from the personal device as soon as possible (ideally before the end of the day).

Honesty and integrity

Staff must maintain the highest standards of honesty and integrity:

- when dealing with the handling of money
- when claiming for expenses
- when using school equipment
- when using school facilities

Rewards

Rewards should be given from teachers to children in line with the Positive Behaviour policy using certificates, stickers, marbles for the marble jar.

Staff should not reward pupils with small gifts or prizes such as sweets, pencils, rubbers etc.

Disputes

Every member of staff has a performance line manager to whom they should go if they have any concerns about their own or others' conduct. These matters are to be treated in strictest confidence.

4. Publication of Information

5. Review of Policy