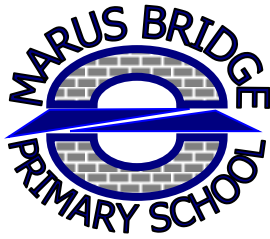


# Staff Code of Conduct

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*Learn, Enjoy, Achieve!*  
*2023 - 2024*

# School Staff Code of Conduct

## Section 1: Introduction

Governing bodies of Academies must establish procedures for the "regulation of the conduct" of staff at the school.

This requirement is set out in regulation 7 of The School Staffing (England) Regulations 2009.

At Marus Bridge Primary, we believe in creating a whole school culture that is professional, safe and inclusive. Our aims underpin the culture: principles of respect, understanding rights and responsibilities, fairness, tolerance and understanding for all. This code of conduct sets out key principles for the creation and maintenance of an effective school culture.

The Code of Conduct applies to all staff groups, including those staff that are seconded, supply agency staff, volunteers and students when working on the school premises. It also applies to governors at all levels within our Trust.

## Section 2: Procedures and practice

### Dress Code

Appearance must be professional at all times, both within the school and when representing the school at differing venues. The school recognises the diversity of cultures, religions and disabilities of its staff and will take a sensitive approach when this affects dress requirements. However, priority will be given to health and safety and security considerations.

Staff are individually responsible for their general presentation, appearance and personal hygiene and have a responsibility to consider how their appearance may be perceived by others.

Staff may attend school on days when they are teaching PE in appropriate sportswear to enable them to teach effectively and be comfortable.

### Professionalism

Staff should:

- Encourage a love of learning that makes school a fun and safe place to be.
- Place the safety and wellbeing of children above all else.
- Have a positive 'can do' attitude and have the view that they will never give up on a child or their family. Within the Trust, we have high aspirations for every child.
- Not label a child as being 'naughty'. This word is not used at all in Marus Bridge Primary. It is the behaviour the child is presenting that is inappropriate not the child themselves.
- Show professional integrity in everything they do and not commit any offence that could bring their own reputation or the reputation of the school into disrepute.
- Not judge pupils and families. It is part of our role to offer support, advice and guidance and sign post to other agencies where needed.
- Not to promote any candidate or political party.
- Show tolerance and respect to all, regardless of race, ethnicity, gender etc. Use the Whistleblowing Policy to report those who do not.

- Exercise caution when using information technology and be aware of the risks to themselves and others. Staff should use extreme caution when using social media and are advised to avoid linking with former pupils or parents/guardians of pupils. (Although it is accepted that contacts with parents may have been in place already outside of school.) Staff must not engage in inappropriate use of social networking sites which may bring themselves, the Trust, the school community or employer into disrepute (see social networking policy for more detail). All social media accounts should be set to private / locked down.
- Have high expectations for all pupils, be committed to addressing underachievement, and work to help pupils progress regardless of their background and personal circumstances.
- Treat pupils fairly and with respect, take their knowledge, views, opinions and feelings seriously, and value diversity and individuality.
- Model the characteristics they are trying to inspire in pupils, including enthusiasm for learning, a spirit of enquiry, honesty, tolerance, social responsibility, patience, and a genuine concern for other people.
- Respond sensitively to the differences in the home backgrounds and circumstances of pupils, recognising the key role that parents and carers play in pupils' education.
- Seek to work in partnership with parents and carers, respecting their views and promoting understanding and co-operation to support the young person's learning and well-being in and out of school.
- Reflect on their own practice, develop their skills, knowledge and expertise, and adapt appropriately to learn with and from colleagues.
- Recognise and apply confidentiality, talking only with appropriate people and on a 'need to know' basis. This also extends to all safeguarding matters.

## **Staff Relationships**

Staff should:

- Ensure that relationships between staff are characterised by fairness, openness and respect. This means valuing all contributions, acknowledging difference, and working together to build a climate of continuous improvement. Politeness and respect are essential ingredients: where differences occur, they should be dealt with calmly and fairly.
- Be aware of how to record/report concerns (See Whistleblowing Policy). Where staff have any concerns about another member of staff, these should be reported immediately to the Head of School. Where the concern is about the Headteacher/Head of School, these should be Chair of Governors.
- Make new members of staff/visitors to the school and Trust welcome.
- 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.
- Do not take part in workplace gossip and negativity as it breeds resentment and becomes a roadblock to effective communication and collaboration. We all have a duty to take active steps to divert conversations away from this if we come across it. It is your responsibility to report these forms of discussion to SLT or the headteacher so that appropriate action can be taken.
- Display professional integrity towards each other at all times, showing an interest and compassion with regards to one another's well-being.
- When in discussion with parents, show a 'united front' on any decisions made in school, not naming individuals.

- Follow the school's policies: including behaviour; anti-bullying; anti-racism in all interactions in school.

### **Staff/Pupil relationships**

Staff should:

- Treat pupils with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to a teacher's professional position
- Be aware of EHCP/Individual Health Care documents for pupils
- Refrain from handing out personal e-mail/phone numbers/passwords to pupils
- Avoid giving individual gifts to pupils as this can be misinterpreted
- Keep professional boundaries
- Work together with pupils to build a school whose relationships are characterised by mutual and appropriate respect. Praise and building on the positive should always come first. Where firmness/admonition is called for this should be exercised calmly, and staff should avoid shouting at pupils unless there is a Health and Safety risk (See Behaviour Policy). The school's behaviour policy and associated documents establish expectations and approved sanctions. All new staff should be issued with a copy of these policies, and any behaviour concerns should be dealt with in line with them. Where a member of staff is having difficulties managing pupil behaviour, they should discuss this matter with their key stage leader or Head of School at the earliest opportunity.

### **Staff/Parent relationships**

Staff should:

- Aim to create a welcoming and open relationship with parents. All parental concerns should be treated seriously and dealt with promptly.
- Ensure that relationships are purely professional at all times
- Not share personal contact details with parents
- Not sharing personal information with parents regarding staff and other children
- Ensure that all contact with parents is conducted via official means.

### **Health & Safety**

All staff have a duty to help prevent accidents and injuries at work by being aware of the policies that apply to your work and complying with them at all times.

Staff should:

- Comply with all instructions relating to health and safety and security procedures
- Follow all health and safety codes of practice and policies which are relevant to their role in school
- Familiarise themselves with the cohort's Key Information File located in each classroom.
- Take responsible steps to protect their own health and safety and, that of other people who may be affected by their actions and omissions within the workplace.
- Report at the earliest opportunity, report any hazards, defects, accidents or incidents that you become aware of to the appropriate person
- Wear appropriate clothing when teaching PE, including the covering or removing of jewellery

- Comply with hygiene requirements
- Follow whole school fire and lockdown procedures and comply with drills accordingly. (See Staff Handbook).
- Refer to the Medicine Policy when administering medicine to both pupils and staff
- Inform the school as soon as possible of any medical condition that may affect your day to day duties in school
- Carry out a Risk Assessment for all school trips/events – always seek guidance from phase leader.
- Follow the school’s Leave of Absence Policy when absent, including contacting the office, line manager and relevant staff before 8.00 a.m. on the first day of absence
- Ensure the non-smoking of cigarettes or e-cigarettes on the school premises
- Report to the Senior Admin Officer any changes to their personal details held on SIMs.

All staff will be supplied with a school identity security badge that should be worn and visible at all times both when in school or outside the premises on school business and should only be removed for safety reasons. This also acts as a fob for the front doors; if lost please report to school office as soon as possible.

### **Safeguarding**

It is everyone’s duty to act in a manner that supports the school’s safeguarding agenda. This includes reporting concerns to the Designated Senior Leader, following school policies and procedures, confidentiality and the principles of key safeguarding documents, such as ‘Keeping Children Safe in Education’ (KCSiE)

### **Section 3: Disciplinary Action**

All staff need to recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action, including dismissal.

### **Conclusion**

By adhering to this code of conduct staff be assured they are playing their part in safeguarding pupils and protecting themselves.