



## Copnor Primary School

### Staff Code of Conduct

#### Rationale

It is paramount that children feel safe and valued; so staff need to treat children, parents and colleagues with a high level of care and courtesy. It is every staff member's duty to follow all safeguarding policies and procedures, which are in line with "KCSIE" Sept 2016 and the "Prevent Strategy June 2015, and to lead and teach in accordance with the Teachers' Pay and Conditions Document.

#### Aims

1. To promote safety for all the children and adults (this includes safety against radicalisation.)
2. To treat everyone with care, regardless of background and to never discriminate.
3. To value contributions
4. To project professionalism to the wider school community

#### Procedures

##### **A. Safety:**

- We will ensure we have read our safeguarding policies and always act in accordance with them, reporting any safeguarding concerns
- We will ensure relationships with pupils are positive; but always professional

##### **B. Communications to staff, children and adults:**

- We will actively listen to others' contributions
- We will be sensitive, but honest in giving our opinions
- We will not discuss school matters on social media sites
- We will not arrange to contact or meet pupils outside of school. This includes any use of IT, with the exception of the school website
- We will respect confidential information, sharing only within school where it will help the child
- We will not pass information to the media without prior consent of either the headteacher or Chair of Governors
- We will speak politely and never discriminate, humiliate or shout
- We will apologise promptly should the situation ever require this
- We will make ourselves available on the playground at the end of the school day

##### **C. Dress Code**

- We will dress smartly to promote a professional image. (Sleeveless tops are fine, but not spaghetti strap or low cut tops. Blue denim or coloured jeans and training shoes are not appropriate.)
- Teachers should change for PE and should not be attired in, coats and gloves. It is acceptable to wear PE kit all day as long as the kit is smart.
- Loose jewellery should be taken off for indoor PE

##### **D. General Professional Conduct**

- Staff will welcome children's return after an absence when taking the register.
- Staff should recognise when children have been polite and encourage such actions.
- Physical contact with children should always be limited, though it may be required in PE, to offer brief reassurance or in the use of positive handling
- Staff will never transport children in their cars without another adult present; appropriate insurance and prior permission of the Headteacher or Deputy Head
- Staff will exercise great caution in uploading information to IT social networking sites. Any information that brings the school into disrepute will be dealt with under the disciplinary policy.
- Mobile phones will always be switched off during all times of supervision. (In cases where an "emergency" is expected seek the agreement of the Headteacher or Deputy Head.)
- We will arrive promptly for lessons, assemblies and meetings and not leave without seeking the agreement of the person leading it