



Copnor Primary Staff Code of Conduct

Rationale

We believe it is important in terms of morale that everyone feels valued and that we work together as a team. It is important that we treat each other with a high level of professional courtesy and after discussing this in some depth as a whole team we have created this code of conduct which we have agreed to follow.

Aims

1. To value, and therefore encourage, individual contributions
2. To create a climate that values and promotes discussion
3. To increase efficiency
4. To project professionalism to the wider school community

Procedures

A. Communications between staff and to children and all adults

- We will actively listen to others' contributions
- We will try to involve others in discussions
- We will try to appreciate others' viewpoints even if they are contrary to our own
- We will be sensitive, but honest in giving our opinions.
- We will speak to each other politely and apologise promptly should the situation ever require this.
- We will not interrupt others when they are putting forward their point of view
- We will use names as appropriate to the situation and circumstances
- We will make ourselves available on the playground at the end of the school day

B. Dress Code

- We will dress smartly to promote a professional image. (Sleeveless tops are fine, but not spaghetti straps, bardot, off the shoulder or low cut tops. Blue denim or coloured jeans and training shoes are not appropriate.)

C. General Professional Conduct

- Staff will always talk to children politely and positively. When poor behaviour calls for a firm talk, this is perfectly acceptable, but even here staff should remain polite and never shout.
- 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.
- Staff will not contact on any pupils on any IT social networking sites
- Staff will exercise great caution in uploading information to IT social networking sites. Any information that tarnished the school's reputation would be dealt with under the disciplinary policy.
- Mobile phones will always be switched off during lessons and meetings. (In cases where an "emergency" is expected seek the agreement of the Headteacher or Head of School.)
- We will arrive promptly for lessons, assemblies and meetings
- We will communicate during meetings in accordance with section A above and will not leave the meeting without seeking the prior agreement of the person leading it.
- We will try to avoid interrupting during lessons, including using the internal phone system
- We will count resources out and in during lessons
- We will put resources away neatly after use
- We will immediately share any concerns with the Headteacher about a staff member's conduct. (If the concerns were about the Headteacher we share the information with the chair of governors.)