



Staff Code of Conduct

We believe that every child really does matter and is entitled to the best care and education that we can provide. We do not tolerate discrimination at any level and certainly not on grounds of aptitude, behaviour, family background, or on racial or other grounds. At the same time, we believe that a 'one size fits all' curriculum is unhelpful. We therefore go to considerable lengths to provide learning styles which are best suited to the individual. We also take considerable pains to unlock success for a student who is not currently succeeding. To this end, we have expectations of every adult who works in our school.

1. All staff are expected to follow all of the school's policies.

Children and staff are expected to work together 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 individual pupils unless there is a Health and Safety risk and a raised voice is therefore used to attract attention urgently. The Behaviour Policy and associated documents establish expectations and approved sanctions. All new staff are issued with a copy of these policies and any behaviour concerns should be dealt in line with them.

2. All staff should be aware of what physical contact with pupils is appropriate.

Staff should only exercise physical restraint as a last resort to prevent injury. Staff are allowed to comfort a child who is hurt or distressed in a manner appropriate to the age of the child. On occasions staff may need to assist a child change his/her clothes or assist with toileting issues. Staff will follow the Intimate Care Policy.

3. All staff are expected to treat each other with respect.

The school is committed to creating a safe working environment free from bullying and harassment, where all employees are treated with dignity and respect and where complaints of bullying and harassment are dealt with quickly, positively and confidentially. All employees should be treated equally irrespective of gender, sexual orientation, marital or civil partner status, gender reassignment, race, religion or belief, nationality, ethnic or national origin, disability, age, pregnancy or trade union membership or the fact that a worker is employed on a part-time or fixed term basis. The school will not tolerate any form of harassment or victimisation of a person who has raised an allegation, and where appropriate, such conduct will be treated as a disciplinary matter.

4. All staff are expected to behave professionally and exercise confidentiality.

All staff are expected to behave thoughtfully and responsibly. Staff should always be punctual and well-prepared and should carry out tasks to the best of their ability, taking pride in their work. All staff should be ready to start their work at their start time and not see this as the time that they should be arriving onto the premises. All child and staff absence should be genuine. Staff are expected to dress appropriately. All staff should set a good example in what they wear, avoiding clothing that is overly casual unless PE kit is required, or it is non-uniform day. **ALL** staff should exercise confidentiality towards matters that are either discussed or overheard.

5. Staff should seek to establish a good and open relationship with parents.

Staff should aim to create a welcoming and open relationship with all parents. All parental concerns should be treated seriously and dealt with promptly, firstly by the member of staff concerned and then a member of the SLT.

6. All staff need to be aware of the policy and procedures for Child Protection.

It is essential that all staff have regular training in Child Protection and Safeguarding issues and know the procedures for dealing with and reporting concerns. Training is always provided on induction.

7. All staff need to exploit the potential of the curriculum to develop a proactive approach to behaviour and child protection issues.

Staff need to take a proactive approach towards both Child Protection and Behaviour Policies, through the creation of a positive classroom environment where all children are respected.

8. All staff need to be aware of how to record/report concerns ("Whistleblowing").

Where staff have any concerns about another member of staff, these should be reported immediately to the Headteacher. Where the concern is about the Headteacher, it should be reported to the Chair of Governors. All concerns will be investigated thoroughly and confidentially, and appropriate action taken.

9. All staff should take care of their physical and mental wellbeing

All staff are encouraged to look after their physical and mental wellbeing. This includes maintaining a healthy work-life balance. We take issues of stress very seriously and look to provide appropriate support and help in these cases.

10. All staff needing support are encouraged to discuss issues and concerns in confidence. Support can be provided both internally (eg through the provision of a mentor), or externally through the Occupational Health Service. Trade Unions also provide help, support and advice for their members, and membership of a Trades Union is strongly encouraged.

