



## Staff Code of Conduct

All Staff who work in school set examples of behaviour and conduct which can be copied by pupils. All staff must, therefore, demonstrate high standards of conduct in order to encourage our pupils to do the same.

All staff must avoid putting themselves at risk of allegations of abusive or unprofessional conduct. This code helps to set out what is and what is not acceptable.

### Safeguarding

Staff have a duty of care to protect pupils from:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect

The duty to safeguard pupils includes the duty to report concerns about a pupil to the School's Designated Safeguarding Lead (DSL). Our recording system is CPOMS but urgent cases **MUST** be passed on immediately. Our DSLs are: Gill Leigh, Claire Bolus, Annette Hamilton, Mel Green and Jo Hervey. During After School Club, if no one else is available this is Dawn Marcroft.

Staff must **NEVER** promise a pupil that they will not act on information told to them.

Copies of the Child Protection Policy and Whistleblowing Procedures are available in the staffroom and staff must ensure they are familiar with these documents.

Staff must not demean or undermine pupils, parents or colleagues.

Staff must take reasonable care of pupils under their supervision with the aim of ensuring their safety and welfare.

### Honesty and Integrity

Staff must maintain high levels of honesty and integrity in their work. This includes handling and claiming of money and the use of school property and facilities.

### Conduct Outside Work

Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the school or the employee's own reputation or that of other members of the school community.

In particular, criminal offences that involve violence or possession or misuse of drugs, drink driving or sexual misconduct are likely to be regarded as unacceptable.

Staff must exercise caution when using information technology and be aware of the risks to themselves and others.

Staff should not post any inappropriate comments or language on social media.

Staff should NOT accept children onto their Social Media accounts, particularly past pupils under the age of 21.

### Confidentiality

Where staff have access to confidential information about pupils or their parents, this must not be revealed except to those colleagues who have a professional role in relation to the pupil.

All staff are likely at some point to witness actions which need to be confidential. This needs to be reported and dealt with in accordance with the appropriate school procedure and in line with GDPR protocols. Such incidents must not be discussed outside of school, including with the pupils' parents, nor with colleagues within school, except with a senior member of staff with the appropriate role and authority to deal with the matter.

However, staff have an obligation to share with their line manager or the schools' DSL any information which gives rise to concern about the safety or welfare of a pupil.

### Disciplinary Action

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



## Staff Behaviour Guidelines

Staff who work within Marsh Green have a duty and are expected to behave in a responsible manner at all times.

- ❖ Staff are to follow the school staff code of conduct.
- ❖ Staff are expected to be good role models and role model socially acceptable behaviours.
- ❖ Staff should treat all children as individuals regardless of race, culture or beliefs and not show favouritism towards individual children. (see Equal Opportunities Policy)
- ❖ Staff should not use bad language at any time.
- ❖ Staff should address the children by the name that their parent wishes their child to be called.
- ❖ Staff should avoid talking about inappropriate matters within the school environment and should not discuss children or children's families in front of the children.
- ❖ Staff should be friendly but professional when dealing with parents, or outside agencies, confidentiality must be adhered to at all times.
- ❖ Staff should document in the medication diary if they have taken any prescribed medication and make others aware if they feel unwell.
- ❖ Mobile phones and other personal electronic devices must not be used within the classroom environment or when working with learners within formal school time.
- ❖ Staff have a duty to abide by the behaviour rules.
- ❖ The school is a non-smoking site and this includes e-cigarettes and vaping.

Failure to behave in an appropriate manner may result in disciplinary action.



## Clothing Guidelines

Staff should be presented in a smart, professional way. When dealing with children, particularly younger ones, there are times as staff when movement down to the floor is necessary, so comfortable clothing is needed, however this still needs to be smart.

- Staff should wear comfortable trousers (not jeans). Skirts and dresses should be long enough not to cause embarrassment when bending down; longer lengths should not restrict free movement around children
- Tops without sleeves should have straps to adequately cover underwear. They should be high enough to cover cleavage especially when bending down with the children.
- Shoes should allow for safe working practices around children and be secure on feet.
- Jewellery should be such that it does not cause injury to children; no facial jewellery.
- Hair should not be extreme in style or colour.
- Acrylic / gel nails can be worn at a reasonable length. However, if deemed too long or put the children at risk of being scratched staff will be asked to trim the nails down.
- It is important that staff change for PE to allow for adequate movement - at the very least there should be a change of footwear.