

## CODE OF CONDUCT FOR STAFF FRINTON ON SEA PRIMARY SCHOOL – SEPTEMBER 2020

- All staff are professionals. This should be reflected in the way that we present ourselves. Jeans, shorts, combat/untailored trousers, revealing or untidy garments and beach footwear and nose rings are not acceptable when working in school.
- Follow the instructions and leadership of your Class Teacher, SENCO, Senior-Leader, Deputy Head and Executive Head Teacher.
- Show support and collaborate with teachers and other professionals in matters concerning the education and needs of the pupils.
- Make sure that you have attended the briefing (if your working day) and liaised with white board in the staff room, school diary/line manager and emails. (Staff have been allocated priority computers).
- Confidentiality must be respected at all times. In school you will have access to information about children, staff and school issues. At no time should this information be discussed outside the school environment. (Please refer to employment contract).
- Always treat children and colleagues in a calm, respectful and kind manner. It is not acceptable to make rude or unkind comments about individual children or classes. Staff are expected to maintain control in managing their emotions when working with children. If staff need support emotionally this should be brought to the attention of the Executive Head teacher.
- Always have high expectations of the children and always expect to be treated in a respectful manner yourself. Ensure that you are always a role model in your language and actions both when interacting with children or adults.
- Be aware of and always comply with school policies especially the Behaviour Policy (Sept 2020), and the keeping children safe document.
- Do not attempt to deal with any major incident or any behaviour problem on your own. Always refer to a senior member of teaching staff.
- Be aware of child protection procedures. (Safeguarding training Sept 2020)  
Refer all concerns straight to the Child Protection Officer (Tracy Caffull) or in their absence the Deputy Head Teacher (Jackie Lucraft).  
It is not the duty of any member of staff to investigate issues.
- Never put yourself in a position where you can be accused of not being professional i.e.
  - Do not be alone with a child in an enclosed space.
  - Do not verbally abuse a child.
  - Do not ever hit or manhandle a child. Avoid physically handling any child always send for a member of staff. At times of need ensure that you are following the guidance in the STEPS training (July 2018).
  - Do not leave pupils alone in any of the following areas: I-Pad trolley (printer or server room), PE cupboard, Art cupboard. Do not leave a child unattended in an area where they might injure themselves, injure others or have access to inappropriate material. If you have chosen to do this and they injure themselves, you yourself will be liable as it is not the recommendation or instruction of the school.
  - Do not leave your class unattended (do not leave the classroom during lesson time) when you are responsible for them even if you have a HLTA in your classroom.
- From time to time parents may give you or request information from you. Before agreeing to or carrying out any action please get clearance from a senior member of staff. If you are meeting or phoning a parent please fill out a parent communication form (found in the office).
- Staff are expected to adhere to the lone working policy to ensure their safety when working without anyone else in the building or offsite. This means contacting senior leading when they arrive and leave the building or offsite destination. It definitively disallows any work that requires staff to be at a height above ground level.
- If you have any concerns please feedback to a senior manager.
- If you make use of any social networking site ensure that you are following school guidelines on its appropriateness and in line with your professional teaching standards and for non-teaching staff your professional responsibilities within school and in line with the schools polices and professional expectation. Please remember the teaching standards part 2 (applies to all teaching staff) and do not put yourself in a position where your conduct can be drawn into question.
- Never directly or by inference mention school, children or staff in a way that could be interpreted as negative/unprofessional.
- Ensure that privacy settings are appropriate to secure your personal data and any data relating to the school, your role, pupils, staff and private data you have as a result of your position.
- You are allowed to have your personal devices in the classroom BUT you are NOT allowed to use them for personal reasons during lesson time.
- Never place pictures of children from school on your social media site (of course this does exclude your own family members).
- For your own safety please make sure that all personal electronic devices that you bring to school have a password.
- Please ensure that all pen sticks, laptops owned by the school or used in school time etc are only used appropriately and for school business, they are not for personal use.
- When you are reporting a sickness please ensure that you call **(not text)** the Executive Head Teacher (07939 464856) before 7.30am on the morning of the sickness.
- If you are requesting an absence please fill out the form and allow enough time for the request to be processed. The absence **will not be** authorised if you have not received a response before you take it.
- If you would like your PPA/NQT time off site this must be asked for at every occasion from the most senior person on site on the day.
- When returning to work from any absence please complete a return to work form.

This document should be read alongside the teaching standards document (this applies to teaching staff). The adhering to this document will also be a consideration in your PMR interviews. Any incidents that occur as a result of this code not be strictly adhered to will be investigated and may result in a disciplinary hearing or as part of the decision not to award a pay increase.

Mrs T Caffull September 2020

Print Name: .....

Signed: .....

Date:.....