

# **Thorn Primary School**

## **Code of conduct for School Staff**



### **Introduction**

The school's aim is to ensure that the public have trust and confidence in the integrity of Thorn Primary School's Community, its staff, governors and volunteers. The conduct of all must therefore be of the highest standard. This code of conduct has been prepared to help employees and volunteers on issues of conduct by providing a framework of guidelines.

### **General Obligations**

Adults working in school must act in good faith with regard to the business of the school and do all in their power to promote the school's interests and not do anything which may adversely affect the School's reputation.

### **Dress**

Staff and governors should dress in ways which are appropriate to their role. A level of formality and smartness is appropriate. Adults in school are role models for learners. The image we present as professionals is associated with how we present ourselves, the image of the school in the community is related to how all adults present in the school. (No trainers, jeans or sports leggings) Staff delivering PE can wear appropriate sports kit.

### **Data Protection**

Staff and governors should not disclose any information about pupils, staff, colleagues or governors to members of the public. Only approved staff and governors should communicate to the media about school

### **Public Duty and Private Interest**

Off-duty hours are an employee / volunteer's own personal concern. It is important, however, that people do not put themselves in a position where their duty to the School and their private interests conflict.

Employees and volunteers are expected to abide by the policies of the School. They must take care to ensure that their own personal or political opinions do not interfere with the provisions of balanced professional advice or their duty to carry out those policies. As an employee, staff must not put themselves in a position where duty and private interest conflict and must not make use of their employment to further private interests.

## **Social Networking Websites**

Social networking and texting is a way of life for many adults. Staff and governors should be aware of the potential risk to their professional reputation and that comments made on social network sites which relate to school, pupils, staff or governors could lead to disciplinary action.

- Staff should not use school equipment to update personal social websites
- Staff or governors should not have any child under 13 as 'friends'
- It is strongly recommended that staff and governors do not have parents or ex-pupils as 'friends'
- Staff and governors should have strong passwords and apply security settings
- Staff and governors should NOT post anything on a social website or text, about the school community including about incidents, pupils, staff or governors
- Images of pupils taken during school time or on educational visits must NEVER be posted

## **Use of Mobile Phones & Personal Devices**

Members of staff will ensure that use of personal phones and devices (including Smartwatches) takes place in accordance with the law, as well as, relevant policy and procedures, such as: Child Protection & Online Safety. Staff, volunteers and visitors must ensure that mobile phones and personal devices are switched to flight mode during teaching sessions and that Bluetooth or other forms of communication (such as 'airdrop') are hidden or disabled during lesson times. Mobile phones and personal devices **CAN ONLY** be accessed at break and lunchtimes either in the staffroom or in classrooms providing there are no pupils present, *unless* permission has been given by the headteacher, such as in emergency circumstances. Staff will not use personal devices to take photos or videos of learners and will only use work-provided equipment during lessons / educational activities. Staff must ensure that any content bought onto site via mobile phones and personal devices are compatible with their professional role and expectations. Members of staff are not permitted to use their own personal phones or devices for contacting learners or parents and carers. Any pre-existing relationships, which could undermine this, will be discussed with the DSL (or deputy).

## **Conduct with Pupils**

High standards of behaviour will be expected and promoted at all times in lessons and throughout every aspect of school life. All members of staff and governors are expected to set high standards and use a positive approach to behaviour management. Staff are expected to work with all pupils

## **Financial Regulations:**

The school has adopted the LA's School's Financial Regulations. All staff with financial responsibility should comply with the powers delegated by the Governing Body.

## **Disciplinary Action**

Any breach of this Code of Conduct will be the subject of disciplinary action which could result in dismissal.

This code of conduct cannot cover every eventuality. Its purpose is to alert employees / volunteers to some of the matters about which queries are received. It does not replace the general requirements of the law, common sense and good conduct

**This policy should be read in conjunction with the following policies and documents:**

- **The Behaviour and Relationships Policy**
- **The Financial Regulations**
- **The Complaints Policy**
- **Acceptable Use Policy**
- **Safeguarding and Child Protection Policy**