



## Everbody Excelling, Everyday. No Excuses.

### Staff Code of Conduct

This Code of Conduct relates to conduct both inside and outside of school and via any external media i.e. social networking sites, mobile phones or any other media.

All Staff at Randal Cremer Primary School regardless of whether paid or unpaid are expected to work within these parameters to maintain and uphold our high expectations.

Staff who choose not to work within these guidelines may be subject to disciplinary procedures as described in the Governors Discipline and Grievance Policy. Noncompliance by volunteers and work placements may lead to termination.

### Our Core Values are demonstrated in how we conduct ourselves:

#### Respect

- **All** Members of our School Community are important to the success of Randal Cremer Primary School
- We know that **everyone** matters and strive to ensure everyone feels that they are treated fairly & listened to in a non-judgemental manner
- We treat each other with courtesy, respect and trust, taking care **not to** make derogatory or hurtful remarks including visitors to our school
- We strive to ensure **all** members of our community have a voice
- We **try** to keep a sense of perspective and understand differing viewpoints.
- We remain **calm** in potentially difficult situations.
- We respect confidentiality.
- We seek a **solution** rather than apportion **blame**.
- We **avoid** personal disputes and resolve to settle conflict **immediately** and in a calm and rational manner
- We **do not** question decision making in the public domain but seek an audience away from the public viewpoint
- We make **every** effort to be flexible and accepting of change

#### Diversity, Inclusion & Equality

- We put diversity, inclusion and equality at the **heart** of everything we do
- We welcome and accept **all** people, and ensure we understand & celebrate **everyone's** unique differences and similarities
- We respect that our community is made up of people from different backgrounds.
- We pass **any concerns** on as appropriate. When dealing with sensitive or serious concerns we ensure that we do so in a way that puts the **needs and safeguarding of children first** irrespective of any knowledge we might have about the family.
- We keep appropriate and accurate records where required
- We are **all** responsible for the safety and conduct of **all children and each other** as members of the school community.

#### Love

- We provide a **caring, compassionate, warm, welcoming and nurturing environment** for all members of our School Community
- We promote an atmosphere of **trust** in a safe environment.
- We motivate and inspire at **every** opportunity
- We **celebrate, promote and encourage**; perseverance, resilience, reflection and joy in learning.
- We make **all** members of our community feel welcomed, valued and cared for.



## Teamwork

- We promote a **positive** approach to working as a team.
- We work together in the best interests of the **whole** school to solve problems.
- We **share** ideas and resources which may help colleagues and pupils maintain our high standards
- We value the **differing talents** of others and use these for the good of the whole school.
- We value our relationships and **work hard** with all members of our School Community to achieve the School's Vision.
- We **ensure** that we take actions which take account of and support the roles and responsibilities of others
- We recognise it takes a 'village' to educate a child

## High Expectations

- We recognise that **everyone** has a right to the **highest** possible standard of education and that we each have a personal responsibility to ourselves and others to ensure that this right is **never** compromised
- We have a commitment to ensure outstanding achievement, enjoyment, health & happiness for self & all members of our School Community
- We **all** work together to ensure consistency of outstanding processes & practices
- We model and constantly show our **high expectations** from the way we dress to the way we prepare for learning.

## When talking about our school we:

- **Emphasise** the positive and acknowledge our position as ambassadors for the school
- Show loyalty to the school and its population
- Are sensitive to our audience.
- Support the agreed structures and policies and uphold its confidentiality
- Work for the good of **all** stakeholders and make every effort to see the wider school picture.

## Attendance:

- We are punctual. We inform the school **immediately** if we are going to be late.
- Normal working arrangements apply for first and last days of term
- We sign in and out daily (Monitored)
- We inform Head Teacher by **7.30 am** if absent for that day by text.
- We call at the end of **each day** to update school except if signed off and school has been informed of return to work date
- We make all medical and other appointments **outside** of school hours whenever possible.
- Teaching staff **must be** in school a minimum of 15 minutes before the start and at the end of school
- Support staff **must be** ready to start working with children at expected time; therefore they must be in school in time to prepare themselves.
- We are **responsible** for checking the bulletin board, emails daily and reading the staff bulletin weekly.

## DRESS CODE:

**Our High Expectations are reflected in the way we present ourselves within our community.**

## Randal Cremer Dress Code

- Smart casual or formal wear.
- Safe, sensible and appropriate shoes for the task being undertaken. No Flip Flops.
- Casual but smart trousers including jeans.
- Dress or skirt should be of appropriate length i.e not too short, or too long for you to have to hold up when climbing the stairs-this is a trip hazard.
- Tops that give adequate coverage i.e no spaghetti straps or belly tops.
- Avoid clothing with huge logos and writing on them.
- Staff Lanyard and fob must be worn at all times in school.

## PERSONAL AND PROFESSIONAL CONDUCT:

All staff and visitors are expected to behave in a manner that upholds the uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:

- treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
- showing tolerance of and respect for the rights of others
- not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
- Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.
- Staff must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.
- **The use of mobile phones during working hours is strictly prohibited. In EYFS, phones must be locked in a safe place. In no circumstances must a personal phone be used to take or share photographs of children.** In exceptional circumstances permission will be granted for a phone to be kept on but this must be agreed with the head teacher
- **Smoking**, including E-Cigarettes, is **not** permitted on the school premises and **must** be out of sight of the school building.
- Hot drinks **are not** permitted in classrooms or corridors during teaching times.
- Gossip is **harmful** to relationships within the organisation. If there are any concerns about a member of staff's conduct it must be brought to the attention of your line manager or the Head Teacher, not discussed with members of staff.
- English is the language of the school. Unless you are interpreting for staff or children who are New to English, all interactions should be in English.
- All staff are expected to be familiar with the policies in place. Key policies must be read by the end of the second week of term and staff must sign the central register to show they have read them. These include: Child Protection, Whistleblowing, Keeping Children Safe in Education, Staff Leave and Absence Policy and Educational Visits and Trips.

Agreed by:..... Staff member      Date:.....

