



# Moldgreen Community Primary School

## Code of Conduct

### September 2019

Moldgreen Community Primary School has expectations of every adult (including trainees/students) who work in school.

#### **Dress**

Staff and governors should dress in ways which are appropriate to their role. A level of formality and smartness is appropriate. They should also be aware of Health and Safety with regard to their own choice of footwear, clothing and jewellery. Denim should not be worn, with the exception of cleaning staff. Jogging bottoms/sports wear should only be worn for activities such as PE and Educational Visits. Trainers should only be worn in Early Years, for PE and Educational Visits and following advice of medical experts.

#### **Smoking/Alcohol/Drugs**

Alcohol may not be consumed during working hours. Staff, students and governors are not permitted to smoke anywhere on the school premises or grounds or within **view** of the school - this includes e-cigarettes. Kirklees guidelines are that staff should be role models to children and young people, so any smoking should be done outside the premises and completely out of sight of children. Staff must be aware of the school's Drug Education Policy.

#### **Conduct with Pupils**

High standards of behaviour will be expected and promoted at all times in lessons and throughout every aspect of the school's life. All members of staff and governors are expected to set high standards and use a positive approach to behaviour management. If an incident occurs where a child or others are at risk, or a child is causing serious damage or disruption, trained staff will act using appropriate techniques, up to and including the use of physical intervention. (See Behaviour Policy)

Pupils should always be spoken to in a positive manner and never in a manner that would leave them feeling humiliated.

Staff are expected to work with all pupils, irrespective of their demeanour or ability and should never attempt to refuse to do so.

Staff and governors should take care if alone with a pupil. They should leave a door open, or ask for someone to sit in if concerned about an interview.

#### **Conduct with Parents/Carers**

A professional relationship with parents should be maintained at all times. Parents and carers should be involved in important decisions about their child's education.

Parents and carers views and perspectives should always be considered, including those that relate to their children's development.

School policies and procedures should be followed on communication with and involvement of parents and carers, including those that relate to sensitive areas such as attendance and exclusion.

#### **Conduct with Colleagues**

Staff should endeavour to develop productive and supportive relationships with all school colleagues.

Staff should uphold school policies and procedures, and raise any concerns about the life or running of the school in a responsible and appropriate way to their line manager.

## Use of Cars

Staff and governors should never give lifts to pupils without it being agreed by the Headteacher or the Deputy Headteacher. Two members of staff, wherever possible, should accompany any children in cars.

## 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. (See Confidentiality Policy and Emergency Scheme)

All personal data must be kept secure, including school information on Integris G2. The storage of data on a hard disk or memory stick is insecure. All staff have password protected memory sticks even so, the safest long term storage of data would be the schools staff only shared area.

When taking photographs of children, staff and governors should check that parental permission is obtained (a list is kept in the school office). Photographs must not be taken on any personal device.

In EYFS, only school iPads must be used to take photographs of children and uploaded on to Tapestry.

All adults must comply to GDPR regulations. If unsure speak to Helen or Julie

## Social Networking Websites

Social networking, e.g Facebook, My Space, Twitter and texting are 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 a social network site, which relate to the school, pupils, staff or governors could lead to a disciplinary action. Please observe the following:

- Staff and governors should not use school equipment, or the school internet connection, to access or update personal social websites.
- Staff and governors should not have any child (present or previous school pupils) under 18 as "**friends**".
- It is strongly recommended that staff and governors do not have parents or ex-pupils as "friends".
- Staff and governors should use strong passwords and apply security settings so that all aspects of their profile are secure and controlled.
- Staff and governors should NOT post anything, on a social website or text, about the school community including about incidents, pupils, staff or governors.
- Staff and governors are expected to uphold professionalism and dignity on a public website, which would include the use of language, including profile name, and content, including photos. They should think of this in respect of being a role model. Staff and governors should not use inappropriate comments in relation to gender, race, disability, age, religion or sexual orientation.
- Images of pupils taken during school time or on education visits must never be posted.
- Images of work colleagues or governors should not be posted without their permission.

## Technology

- Only school equipment should be used to take photos of pupils. Photos should be uploaded to the secure shared drive and images erased from the portable device.
- Staff should ensure that they have absolute control of a school laptop allocated to their use.
- Staff are expected to restrict internet access to work related sites within work hours and on school equipment. Any abuse of this privilege may result in disciplinary action.

- A school/ LA email account should be used for all work related communication.
- Only the ICT technician should install software onto school equipment.
- Staff must not use or answer a mobile phone during lesson times unless arranged in advance with a member of the SLT. Lunchtime staff should not have their mobile phones with them in the dining hall or in the playgrounds.
- In case of a fire, all teaching staff should take their mobile phones out with them.
- Staff attending the field should have their mobile phone in case of an emergency.

### **Financial Regulations:**

The school has adopted the LA's Schools Financial Regulations. All staff with financial responsibility should comply with the powers delegated by the Governing Body. Please see also the document: Details of Staff involved in Financial Management.

Staff must not claim points (Nectar/Clubcard) etc on anything bought for school. Staff using their own account to buy something for school must have it delivered to the school address.

Any gifts over £10 must be declared.

### **Reputation:**

Staff and governors must be careful to ensure that nothing they say or do brings the school's name into disrepute. Gossip in our communities can be very damaging. Staff should not gossip, or speak inappropriately, about the school, pupils, parents, staff or governors, including discussing incidents.

The reputation of our school is very precious. It takes a long time to build and can be knocked down in a moment.

### **Other:**

All teaching staff that work on a Wednesday should stay for staff CPD unless there is an emergency or a prior appointment has been made and agreed with the Headteacher/Deputy Headteacher. Support staff are always welcome to attend and time will be given back in lieu.

Any dates must be agreed in advance with the Headteacher/Deputy Headteacher and written in the school diary

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

- The Whistle Blowing Policy
- The Complaints Policy
- The Behaviour Policy
- The Drug Awareness Policy
- The Confidentiality Policy
- The Emergency Scheme
- Acceptable Internet Use Policy
- Non-Smoking Policy
- LA's Schools Financial Regulations
- Details of staff involved in Financial Management

- Safeguarding Policy

This Code of Conduct will be reissued annually and updates made,