

# HURST PRIMARY SCHOOL



## Staff Code of Conduct Policy

(aka Professional Code of Conduct)

Policy Reviewed: Spring Term 2017

To be Reviewed: Spring Term 2018

Signed:

A handwritten signature in black ink, appearing to read "C. B. B.", is written inside a rectangular box.

Dated: 23/03/2017

# HURST PRIMARY SCHOOL

## Staff Code of Conduct

### (aka Professional Code of Conduct)

#### GENERAL

It is an expectation that all members of staff and adult volunteers model courteous and respectful behaviour to the children through their appearance and all aspects of their conduct. This includes the way in which adults talk to the children as well as to each other. A number of other school policies make reference to expectations and these include the school policies on: *Confidentiality; Equal Opportunities and Race Equality*.

#### STAFF RIGHTS

##### To

- Work in an atmosphere of mutual respect
- Be treated fairly
- Be listened to and for views to be respected
- Be valued for the efforts and strengths of the work undertaken and to receive support for those areas that need developing
- Work in a clean, safe, secure, unthreatening stimulating and well organised work place
- Be kept appropriately informed through open channels of communication
- Have a workload that is conducive to work-life balance

#### STAFF RESPONSIBILITIES

##### To

- Put children at the centre of all that we do
- Separate personal and professional lives by creating clearly defined boundaries
- Challenge prejudice in the workplace and support colleagues of all social, cultural and ethnic backgrounds
- Listen to and respect the opinions of others
- Support the development of others
- Promote positive relationships with pupils and the local community
- Safeguard the emotional and physical well being of pupils
- Arrive on time for events/activities appropriately dressed
- Switch mobile phones off during teaching time, staff meetings and when on playground duty
- Raise concerns in a non-threatening manner before they become a more serious problem
- Take responsibility for the working environment leaving it as others would wish to find it

- Challenge unprofessional behaviour in an appropriate manner

## **THE SCHOOL WILL**

- To the best of its ability provide high quality CPD for all staff
- Ensure appropriate performance management procedures are in effect
- Value staff achievements and support their further development
- Treat the workforce both fairly and consistently
- Ensure the environment is clean, and that resources are well maintained and accessible
- Listen to the ideas and concerns of all staff
- Raise management concerns with staff appropriately
- Be aware of the requirement to ensure the work-life balance of staff
- Endeavour to make the school an enjoyable place to work.

## **DRESS CODE**

### **Staff Dress Policy**

The Governing Body takes the view that all staff at the school should be dressed appropriately for their particular role. The Governing Body is also mindful of its duties under the Equality Act 2010 of the need to avoid direct or indirect discrimination against any employee on the grounds of their sex, race, disability, sexual orientation, religion or belief, or age.

The Governing Body is aware of its responsibility to consider possible health and safety issues in determining an acceptable dress code. The Governing Body is also aware that dress is a sensitive issue and has agreed the following policy after consultation with all groups of staff in the school. Any future review of the policy will also be preceded by further consultation.

### **Standard of Dress**

In general the dress of all teaching and support staff must be tidy and smart, reflecting the business-like ethos that the governors wish to foster and maintain in staff and pupils. No aspect of any employee's dress or appearance should be politically motivated, sexually provocative, discriminatory, insensitive or offensive.

The governors accept those engaged in caretaking, cleaning and lunchtime supervision will wear dress appropriate for their work.

In teaching and areas visited by pupils and visitors male staff will be expected to wear appropriate professional dress. Male staff will normally be expected to wear smart jacket and trousers and female staff would normally be expected to wear smart top and skirt/trousers or dress. Jeans should not be worn except by premises and lunchtime supervising staff. If jeans are worn by those members of staff who work with children, they should be smart in appearance.

Footwear should also be smart and safe. Shoes and not trainers should be worn for classroom activities. For safety reasons all footwear should be closed – flip-flops and open-toed sandals are not permitted.

No inappropriately casual clothing should be worn including any items deemed to be too revealing or carrying logos that could be offensive in any way. **The Head Teacher is empowered to determine the standard of smartness that is acceptable.**

### **Cleaning and Premises Maintenance**

Staff working in these areas, where particular dress is necessary for health and safety reasons, must wear appropriate dress. Staff should note that it can be a criminal offence not to wear safety dress in certain situations. (eg headwear in kitchens, and hard hats in construction areas). Failing to wear the correct safety dress can amount to gross misconduct which could lead to dismissal.

### **Religious Symbols, Ornaments and Dress**

Staff are permitted to wear religious symbols and ornaments, but the governors expect these to be discreet and worn in a safe manner. The Head Teacher in consultation with the governors is empowered to determine whether a particular symbol or ornament is sufficiently discreet, and commensurate with health and safety standards.

### **Religious Garments**

Garments which are generally considered as having an important religious (or racial) connotation (e.g. the Sikh turban, or headscarves worn by some religious groups) may be worn at all times. However, note the governors' policy on head dress below.

### **Jewellery**

Jewellery and piercings should not be worn excessively or amount to an unacceptable risk either to the employee or to pupils.

### **Head Dress**

No caps or hats may be worn in school, except where necessary on health and safety grounds, or have been permitted by the Governing Body on religious or racial grounds. Head dress in line with the beliefs and traditions of various religions and sects are allowed, EXCEPT that the governors do not permit any head covering that covers a substantial part of a person's face. The reasons for this are:

- the governors take the view that in an institution where verbal communication and body language form an important and significant part of the work with children and young persons, it is not appropriate for any member of staff who comes into contact with pupils in teaching and learning situations to have a substantial part of their face covered; and
- the governors are concerned to ensure that the school remains vigilant about the safety and security of staff and pupils, and that no person employed by the school should have their faces covered, and that the identity of persons visiting the school wearing clothes that cover the face, should not be allowed to go beyond Reception until the Head Teacher has ascertained their identity. (All visitors must wear identity lanyards obtained in Reception).

## **USE OF MOBILE PHONES**

The use of personal mobile phones by staff is only permitted at break times and in areas to which children do not normally have access – staff room, PPA room etc. Mobile phones should not be used by staff while teaching or supervising children.

## **Consumption of Alcohol**

The consumption of alcohol is prohibited during school hours. This includes off-site consumption by staff who return to duty afterwards.

## **SOCIAL MEDIA**

Members of staff should exercise extreme caution when using all forms of social media. The school expects all members of staff to set high professional standards and to act as role models for children. The posting of messages or pictures that undermines this expectation could lead to formal disciplinary measures.

## **COMPLAINTS**

Any complaints about the operation of this policy should be made at first to the Head Teacher. If not satisfied, the complainant may take his/her complaint to the governing body via the Clerk to the Governing Body. The governors' decision will be final.

## **MONITORING AND REVIEW**

The Head Teacher will report annually on the working of this policy, and may suggest amendments at any time to be considered by the governors.