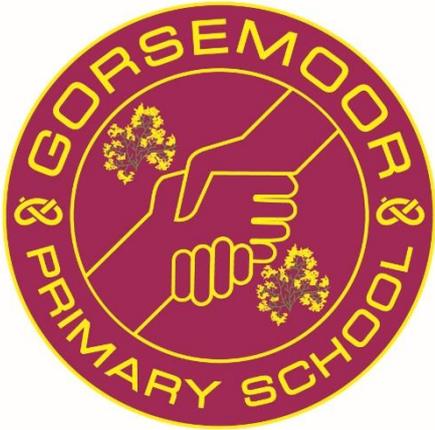


Staff Code of Conduct Policy (Summary)



Date of Issue: May 2016

Review Date: May 2018

Approved by the Full Governing Body
on 12th October 2016

Audience:	Staff/Governors/Public
Frequency of Review:	Biennially
Postholder responsible for Review:	Headteacher

Recommended associated documents:

Online E Safety Policy

Safeguarding

Gorsemoor Primary School

'Safe and Happy as we Learn'

CODE OF CONDUCT FOR SCHOOL STAFF/VISITING STAFF MEMBERS (Summary of Key Points)

1. Introduction

This document provides a summary of the Code of Conduct for all staff members at Gorsemoor Primary School and should be fully observed by all staff. It is based on Gorsemoor - Staff Code of Conduct - 2016, which is available in the Staff User area/Policies or in paper form in the policy folders held by Mrs Colwell. If any staff member/visiting staff member is unsure about any of the points listed they should seek clarification from the Headteacher/Deputy Headteacher.

Failure to comply with the code of conduct may result in disciplinary action being taken.

2. Code of Conduct - Summary of key points

Professional responsibilities	<ul style="list-style-type: none">All employees are expected to carry out their role in line with the standards detailed in their job descriptions, professional standards and conditions of service, school policy statements and practice.
Safeguarding	<ul style="list-style-type: none">All staff are responsible for the safeguarding of children and must be vigilant for any possible signs of abuse.<ul style="list-style-type: none">Safeguarding concerns should be reported to the Headteacher (Designated Safeguarding Lead - DSL) or the Deputy Designated safeguarding Lead Mrs Lisa MorrisAppropriate relationships - staff members must maintain appropriate professional boundaries with children at all times and not engage in any behaviour/ relationship which abuses their position of trust.<ul style="list-style-type: none">No staff member should humiliate, threaten, intimidate, bully or physically reprimand a child.
Dignity and Respect for others	<ul style="list-style-type: none">All children, colleagues and parents are to be treated with dignity, respect and fairness. Harassment/intimidation will not be tolerated.
Professional conduct	<ul style="list-style-type: none">Be honest at all times - do not misrepresent any matters relating to previous experience and issues that arise - ensure all records are factual and accurate.Always strive to maintain high standards of personal conduct in and out of school.Adopt professional standards of dress at all times.Abide by the school's financial procedures.
Health and Safety	<ul style="list-style-type: none">Ensure you are familiar with the school's health & safety procedures.Know the evacuation routes from the area you are working in. If in doubt, ask!
Alcohol/Drugs	<ul style="list-style-type: none">All employees are expected to turn up for work in a 'fit' state.The use of alcohol/illegal drugs during school hours is unacceptable.The taking of illegal drugs is PROHIBITED on school premises and disciplinary action may be taken against anyone under the influence of illegal drugs.
Appropriate use of school property/equipment	<ul style="list-style-type: none">School property/equipment should only be used for school-related activities
Social networking/IT/Online & E-safety	<ul style="list-style-type: none">Staff members should not seek to establish social networking relationships with pupils or parents.Do not use your own personal equipment (mobile phones etc.) to take images of/record childrenEnsure you are familiar with the school's Online & e-safety policy.
Confidentiality	<ul style="list-style-type: none">Staff must not disclose sensitive/personal information about children, other staff members to anyone outside school - if a staff member is approached to discuss a school related matter, this should be referred back to the school.