

Appendix 3: Staff Code of Conduct

Hayfield Primary School
2015-16

This Code of Conduct was drawn up by and agreed with staff on 22nd November 2012 and reviewed in September 2015. As a team of professional colleagues working together every day for the benefit of the children at our school, we aim to:

Support each other	<ul style="list-style-type: none"> • Work as a team • Be a listening ear • Offer help and support where a colleague is having difficulties • Be aware of all the jobs/tasks to be done in school and that the distribution is fair and equitable • Whilst respecting work/life balance, try to help out in emergencies if you can • Be aware that some members of staff work part-time and don't ask too much of them
Respect others' points of view	<ul style="list-style-type: none"> • You might not agree with someone but show them respect by listening and not dismissing or belittling them, especially in public (e.g. in the staff room)
Respect people's differences	<ul style="list-style-type: none"> • Never make sexist, racist, homophobic or other bigoted remarks to others • Never display bigoted behaviour in school or discriminate against others because of their differences • Respect other people's religious or non-religious views and beliefs • Have due regard to the Equality Act 2010
Show appreciation to our helpers/volunteers	<ul style="list-style-type: none"> • Even if they are not in your class, welcome them and help if they need assistance • Remember, these people are doing us a favour; don't ask too much! • Smile and say thank you!
Respect confidentiality	<ul style="list-style-type: none"> • Colleagues sometimes tell you something in confidence (work-related or private); don't discuss this with others if asked not to • Be aware of who is in the staffroom when discussing children or other confidential matters • Never discuss children or other confidential matters in public, e.g. in the village, on Facebook
Be professional	<ul style="list-style-type: none"> • Maintain professional relationships with each other, children and parents • Banter and laughter are really important but make sure it's appropriate! • If <i>you</i> have a problem, or a grumble, be mindful of who you are offloading to – be careful not to embarrass anyone else • Don't 'gossip' • Think before you act/speak
Use mobile phones only during non-contact time	<ul style="list-style-type: none"> • Do not use your mobile phone during lesson times (using stopwatch, calculator, dictionary etc is fine) • Do not use your mobile phone on the playground • Never take photos of children in school on personal equipment without permission • Ensure that, in an emergency, people contact you via the school telephone
Dress appropriately	<ul style="list-style-type: none"> • Dress modestly and professionally • Smart, clean clothes • No denim jeans (unless for specific activity, e.g. gardening, non-uniform day) • No very low-cut or skimpy tops, or very short skirts • Practical, appropriate clothing for teaching PE or outdoor activities
'NAT' – notice, appreciate, thank	<ul style="list-style-type: none"> • NAT goes a long, long way to making people feel valued and appreciated • NAT someone today!

