

St Joseph's RC VA Primary School

Staff Code of Conduct



ST JOSEPH'S RC PRIMARY SCHOOL CODE OF CONDUCT

All staff when working with the children or as part of our team, are expected to behave in a certain manner giving recognition to the rights and responsibilities we all have to the reputation of the school.

At St Joseph's RC Primary School we will:

1. Maintain loyalty to the school, staff members and Board of Governors. This requires all parties to keep all issues in-house and to promote the school in a positive light when in public. Before any issue is taken outside the school for resolution, every avenue including discussion with the Head Teacher must be tried and exhausted.
2. Be open and honest discussing issues, not personalities so as to maintain high levels of team spirit and collegiality that have been achieved through practice and policies established by staff members over a number of years.
3. Contribute to the formulation of policy when in draft form and abide by and accept all Governing Body policies and procedures once finalised. To ensure ownership by staff, all policies will be submitted to staff for input before becoming formal school policy. All staff are expected to abide by and support policies and procedures once they are formal Governing Body policy.
4. Attend all meetings as required.
5. Respect and accept the fact that the Governing Body has required duties and responsibilities (and in some instance, legal obligations) that sometimes require decisions to be made without staff consensus. Typically one would expect decisions that would impact on staff to be discussed with staff before a decision is reached.
6. Maintain the privacy of all who learn or work at the school. This requires staff to discuss children and other issues in-house and outside the hearing of those for whom knowledge would be inappropriate. What is seen, and opinions one holds, should not be discussed with anyone apart from the

appropriate staff member(s). At no time should discussions about negative aspects pertaining to the school or specific staff members, be held with parents or members of the public or in an open forum. This would be unprofessional. This applies directly to the use of all forms of 'Social Media'.

7. Mobile phones should only be switched on out of class times.
8. Keep a safe distance from children - Transporting a child in a vehicle should be with another adult or child present. When with a child in isolation in a room for example, ensure either the door is open or windows are clear so that two way vision is possible. This applies to female and male staff.
9. Treat all children as if they were your own - be fair, firm, caring, sensitive and talk with them rather than at them.
10. Provide new staff with access to the 'School Induction Checklist'.
11. Ensure all employees are clear as to the expectation of them in their role through clearly defined job descriptions. Aspects of these will be negotiated.

I have read and agree to this code of conduct.

Name_____

Date_____

Date of review 2018