Staff Code of Conduct

- Staff should display the highest possible standards of professional behaviour and objectivity that is required in an establishment.
- Staff are responsible for their own actions and behaviour and behave in an exemplary manner, modelling good etiquettes and attitudes towards pupils, parents, other staff and the setting.
- Staff should work, in an open and transparent way and in accordance with the setting's policies and procedures, operational manual and the staff handbook at all times.
- Staff must adhere to all the setting's safety and procedural agreements including Safeguarding, Health and Safety, E-Safety, Confidentiality and Data Protection (this list is not exhaustive).
- Staff should adhere to the setting's dress code at all times.
- Staff should discuss and/or take advice promptly from their line manager or another senior member of staff over any incident which may give rise to concern and in accordance with the relevant policy.
- Records should be made of any incident and of decisions made/further actions agreed, in accordance with the appropriate policies of the setting.
- All staff should know the name of the Designated Safeguarding Lead (DSL) and Deputy DSL, be familiar with the setting's procedures and understand their responsibilities to safeguard and protect children.
- Staff should be aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.
- Staff should work cooperatively with their colleagues, providing support, help and guidance as required.
- Staff should not use their position in the setting for private advantage or gain.
- Staff should avoid words and deeds that might bring the setting into disrepute or might undermine colleagues in the perception of others including pupils, staff, parents and the wider community.
- Staff must obtain permission from the Manager before arranging for any visits off site or arranging for visitors to come into the setting.
- Staff must obtain permission from the Manager before incurring any expenditure on behalf of the setting.
- Staff should attend their place of work punctually in accordance with their conditions of service and at the times agreed with their line manager. If a member of staff is late or unable to attend they must notify the Manager themselves so that alternative cover arrangements may be made.