



STAFF CONDUCT

This policy should be read in conjunction with:

- Cornwall Council Code of Conduct (10a)
- Induction Policy
- Staff Handbook
- Dignity at Work Policy
- Anti-Bullying Policy
- Teacher Appraisal and Capability Policy
- Whistleblowing Policy
- Guidance for Safer Working Practices

PURPOSE

The purpose of this policy is to build positive relationships, teamwork and harmony at the Federation School. To create a safe, comfortable workplace where all staff feel able to speak freely, praise one another and blow the whistle on any misconduct of any sort; a zero tolerance strategy to maintain high standards in conduct, consideration and caring as a role model for children. To ensure all members of staff are treated with dignity and respect.

1. CODE OF CONDUCT

The Code of Conduct forms part of an employee's contract. Failure to comply will result in disciplinary action. Unacceptable behaviour, intimidation, inappropriate gestures or unprofessional behaviour such as derogatory comments, breach of confidentiality is not acceptable and any member of staff displaying any of these behaviours will be immediately be suspended pending investigation. It is vital that any of the above is reported immediately (see whistleblowing policy) or this will be seen as condoning the behaviour.

2. APPROPRIATE RELATIONSHIPS WITH CHILDREN

Staff are in a position of trust and have a duty to safeguard and protect both children and themselves. All staff will be accountable for the way they exercise authority, manage risk, use resources, protect children. Confidential information about a child should be passed to the DSL or cover DSL and not discussed with others.

3. SAFER WORKING PRACTICES

All staff must read and sign the above to ensure they protect themselves against any allegations. It is a guidance on dress/appearance, personal life/school life, gifts, social contact, physical contact (see Staff Noticeboard).

4. PROFESSIONAL RELATIONSHIPS

All staff must conduct themselves professionally at all times. Discussing the school, the staff, the children outside of school when ex-members of staff, parents or others in general is not acceptable and will result in suspension pending investigation. The school name should not be used, nor the village name if present staff are on a social event with non-staff members and in which circumstance could damage the reputation of the school or the village.

5. STAFF WELLBEING

All staff will be invited to participate in half termly events in order to build positive relationships and team building. (See staff wellbeing policy)

This policy is to be read and signed by all staff and adhered to at all time in conjunction with aforementioned policies. It will be reviewed annually by staff and Governors.

Revised: September 2020

Review date: September 2021

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P Blackburn (Executive Head Teacher)

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R Monhemius (Chair of Governors)