



# Staff Code of Conduct

## *A Positive Approach to Respective Behaviour*

**September 2019**

### **Introduction**

The following is not a definitive statement of responsibilities but is concerned with the common understanding of broad principles and procedures by which staff will operate. Further detail is available in the GTC Code of Conduct and Practice for Registered Teachers, which will be applied in appropriate circumstances.

### **Principles and Procedures**

As a member of staff at Keelby Primary Academy I accept the following principles and procedures:

- I have responsibility for carrying out those duties outlined in my conditions of employment or job description and, as circumstances may require, under the reasonable direction of the academy principal;
- I have a duty to act honestly, fairly and without prejudice, and in so far as I have responsibility for pupils or other staff, I will fulfil all legal expectations on behalf of the employer;

- I will take reasonable care of pupils under my supervision with the aim of ensuring their safety and welfare; providing an appropriate role model, being mindful of my appearance and actions - a change of clothes for teaching PE, no inappropriate clothing and not using mobile phones in front of children
- I will work in partnership with colleagues, Academy Improvement Committee, other partner organisations and legitimate stakeholders to fulfil my obligations to the academy;
- I will involve myself actively in the life of the academy, with due regard to my work-life balance;
- I will consider seriously my needs for training and development, and undertake such training as is required to maintain and develop my knowledge and skills;
- I will observe complete confidentiality when required or asked to do so, especially regarding matters concerning individual staff or pupils;
- I will exercise the greatest prudence if a discussion of a potentially contentious issue affecting the school arises outside school including the use of Facebook and any other social media sites;
- I will always be mindful of my responsibility to maintain and develop the ethos and reputation of the academy.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

**Member of Staff**

**Date of Review**            September 2019